

WHSMS Plant and Equipment Procedure

Section 1 - Governing Policy

(1) This Procedure is governed by the [Work, Health, Safety and Wellbeing Policy](#).

Section 2 - Application

(2) This Procedure covers the management of plant and equipment, under both national and campus-specific arrangements.

(3) This Procedure does not apply to plant that:

- a. relies exclusively on manual power for its operation; and
- b. is designed to be primarily supported by hand.

Section 3 - Definitions

Defining	Explanation
Plant	<ul style="list-style-type: none"> • any machinery, equipment, appliance, implement and tool; • any component of any of those things; and • anything fitted, connected or related to any of those things.

Pre-purchase Assessment of Plant

(4) The risk assessment of plant prior to purchase, shall be undertaken in accordance with the [WHSMS Procurement Procedure](#).

Plant Risk Assessment and Use

(5) All plant shall be risk assessed and appropriate treatments (controls) should be developed for their use. These treatments should be documented within a safe operating procedure or [Safe Work Method Statement \(SWMS\)](#). Refer to the [WHS Risk Management Procedure](#) and [WHSMS Procurement Procedure](#) for more information.

Fire Equipment - Essential Safety Measures

(6) ACU must ensure all essential service systems and infrastructure is serviced and maintained to Australian Standards. The following shall also apply:

- a. ACU will appoint suitably qualified and registered service agents and technicians to perform routine and periodic maintenance;
- b. ACU will use a Competent Fire Safety Practitioner (CFSP) to review, assess and sign off all Annual Fire Safety Statements and Occupation Certificates;

- c. all CFSP must be qualified and registered at the time of appointment and maintain their credentials for their full contract/ service period; and
- d. all testing records, certification documents, occupation certificates and other relevant records must be stored in a software data warehouse that is centrally accessible in a format determined by Properties and Facilities.

(7) Whenever it is required, ACU shall ensure that a copy of the Annual Fire Safety Statement^[1] is given to the relevant authority (or authorities) and that a copy is prominently displayed in relevant buildings.

^[1] The Annual Fire Safety Statement is referred to as an Occupier Statement in Queensland.

Plant Asset Registers

(8) All plant asset registers will be stored in a central data repository managed by Properties and Facilities.

Plant Maintenance

Maintenance Requiring the Isolation of Plant

(9) Where the isolation (tagout/lockout) of plant is required to enable maintenance activities to be undertaken, this shall be undertaken in accordance with the [WHSMS High Risk Activities Management Procedure](#).

Maintenance by ACU Staff

(10) Maintenance of plant undertaken by ACU staff shall be in accordance with an appropriate [Safe Work Method Statement \(SWMS\)](#), or similar, which is informed by a risk assessment.

(11) The maintenance and servicing of elements of essential services, which is undertaken by ACU staff, shall be in accordance with the frequencies required by legislation or Australian Standards.

(12) All maintenance records will be stored in a central data repository managed by Properties and Facilities, in alignment with the [WHSMS Records and Document Management Procedure](#).

Maintenance by Contractors

(13) Where contractors are undertaking plant maintenance for ACU, they shall be engaged in accordance with the [WHSMS Contractor Management Procedure](#). The assets requiring maintenance and the associated scheduling, based on manufacturer's recommendations, shall be defined in the maintenance contract with the chosen service provider.

(14) All maintenance records will be stored in a central data repository managed by Properties and Facilities.

Maintenance of Electrical Equipment

(15) The maintenance of electrical equipment shall in be accordance with the [WHSMS Managing Electrical Risk Procedure](#).

Maintenance of Cooling Towers

(16) The maintenance of cooling towers and the control of legionella shall be in accordance with the [WHSMS Health and Air Monitoring Procedure](#).

Registration of Plant (excluding VIC)

General Plant

(17) The following items of plant, where present in ACU campuses, shall be registered with the regulator:

- a. pressure vessels categorised as hazard level A, B or C according to the criteria in AS 4343:2005 (Pressure equipment - Hazard levels), section 2.1, except gas cylinders; and
- b. lifts.

(18) The registration of plant is valid for five years. ACU shall ensure that renewal of registrations is undertaken in a timely manner, to ensure they do not expire. Registration certificates, where provided by the regulator, will be stored in a central data repository managed by Properties and Facilities.

(19) Registration of pressure vessels and lifts is not required in Victoria.

Cooling Towers

(20) Cooling tower registration should be informed by the following requirements:

- a. ACT - cooling towers are registered with the regulator and the registration is renewed before the expiry date, where one is stated;
- b. NSW - cooling towers are registered with the local council;
- c. VIC - cooling towers are registered with the regulator and are re-registered annually, before the date of expiry of the registration; and
- d. QLD - there are no registration requirements in the state. However, cooling towers are managed and monitored in accordance with Australian Standards AS 3666.2.2002 (maintenance processes) and AS 3896.2017 (legionellae monitoring).

(21) Records of registration, where provided by the regulator, will be stored in a central data repository managed by Properties and Facilities.

Section 4 - Revision made to this Procedure

(22) The University may make changes to this procedure from time to time to improve its effectiveness. If any staff member wishes to make any comments about this Procedure, they should forward their suggestions to People and Capability.

Section 5 - Further Assistance

(23) Any staff member who requires assistance in understanding this Procedure should first consult their Nominated Supervisor or Manager who is responsible for applying the University's WHSMS within their work area. Should further information or advice be required staff should visit [Service Central](#).

Section 6 - Associated Information

(24) For related legislation, policies, procedures and guidelines and any supporting resources please refer to the Associated Information tab.

Status and Details

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Effective Date	18th December 2023
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Approval Authority	Vice-Chancellor and President
Approval Date	18th December 2023
Expiry Date	Not Applicable
Responsible Executive	Angelle Laurence Chief People Officer
Responsible Manager	Angelle Laurence Chief People Officer
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