

PLANT SAFETY

Registration and record
keeping requirements
applying in Tasmania



Please note

This information is for guidance only and is not to be taken as an expression of the law. It should be read in conjunction with the *Workplace Health and Safety Act 1995*, the *Workplace Health and Safety Regulations 1998* and any other relevant legislation. Copies of the legislation can be purchased from Print Applied Technology: call (03) 6233 3289 or freecall 1800 030 940. It is also available on the Internet at www.thelaw.tas.gov.au

This guide was produced by staff from WorkCover Tasmania and Workplace Standards Tasmania.

We welcome your feedback on this guide.

Send to: wstinfo@justice.tas.gov.au

WHAT IS PLANT?

The *Workplace Health and Safety Act 1995* defines plant to ‘include any machinery, equipment, scaffolding, amusement structure, appliance, implement or tool and any component or fitting of any of those things’.

THE REGULATIONS

Besides the general duties and obligations that apply to plant and safe systems of work associated with plant under the *Workplace Health and Safety Regulations 1998*, scheduled plant considered to be a ‘higher risk’ must:

- be item registered
- be design registered
- have records kept and maintained.

The schedule on pages 6-16 of this booklet identifies ‘higher risk’ plant.

Therefore it is not necessary for you to register all plant or keep and maintain records for all plant.

These requirements are consistent with national uniformity initiatives applying in other Australian states and territories.

The Regulations also state that:

- the person in the workplace or industry who can control safety and effect change should be the person responsible and accountable for plant safety and safe systems of work associated with plant. This person is known as the accountable person
- Workplace Standards Tasmania inspectors conduct audits of plant to ensure industry is meeting its duty and obligations

Workplace Standards inspectors no longer approve plant, but may inspect plant for compliance.

Failure to meet the requirements of the Regulations will result in penalties for either an individual or a body corporate; these penalties are detailed in Schedule 3 of the Regulations.

An item of plant that is referred to in Schedule 7, 8, or 9 of the Regulations, and is not defined in the Regulations, has the same meaning as it has in:

- the National Standard for Plant published by the Australian Safety and Compensation Council; or
- if it is not defined in that standard, the relevant Australian Standard.

REGISTRATION OF DESIGN

The design of plant identified in Schedule 9 of the Regulations must be registered either in Tasmania or another state or territory (see *Reciprocal arrangements* right).

Responsibility for design registration

The designer, importer, manufacturer, supplier or employer can arrange design registration.

You must not manufacture, supply, hire, lease or otherwise use in Tasmania any plant that requires design registration unless the design registration has been confirmed.

The accountable person must ensure the plant is design registered before being used.

How to apply for design registration

You must submit to Workplace Standards:

- a completed PRF1 Application for Registration of Plant Design form
- a PRF2 Design Compliance Statement signed by the designer
- a signed verification statement
- representational drawings of the plant design provided
- a statement of limitation of use
- payment of the prescribed registration fee.

Reciprocal arrangements

There is no need to resubmit the design for registration in Tasmania if:

- it has been previously approved in Tasmania or another state or territory
- it has been previously design registered in another state or territory.

What if changes are made to a design?

If a design is changed in a way that affects the integrity of the plant, you must notify the state or territory where the design was originally registered.

Workplace Standards requires you to register the whole design and not simply the amendment.

You must notify these design changes on a PRF3 Notification of Alteration to Plant Design form, and pay the prescribed registration fee.

Transfer of responsibilities

The purchaser of the plant takes on the obligations and responsibilities imposed by the Regulations if the manufacturer, designer or design verifier of the plant is not based in Tasmania.

ITEM REGISTRATION

Plant identified in Schedule 7 of the Regulations must be item registered. Mobile type plant must be registered in Tasmania or another state or territory if it will be operated across state borders (see *Reciprocal arrangements* over page).

You must apply for item registration even if an item of plant had a certificate number issued under previous Tasmanian legislation.

Responsibility for item registration

Plant requiring item registration must not be used until:

- it has been inspected by a registered plant inspector registered with Workplace Standards (the accountable person is responsible for organising this as well as other inspections at specified periods)
- it has been item registered (the accountable person is responsible for organising this)
- the design registration has been confirmed (except concrete placing units with a boom).

How to apply for item registration

You must submit to Workplace Standards:

- a completed PRF4 Application for Item Registration of Plant form (you must complete a separate form for each item of plant requiring item registration)
- a current certificate of inspection issued by a registered plant inspector
- payment of the prescribed registration fee.

Item registration only needs to be made once, and there is no annual registration fee.

For existing plant that is being returned to service, you must additionally submit to Workplace Standards written confirmation stating:

- whether or not the plant design has been altered in any way
- whether or not the plant has been re-located.

Invalidation of item registration

Item registration will automatically be rendered invalid if:

- an item of plant is substantially altered
- a normally-fixed plant is relocated.

Therefore you will need to make a new application on a PRF4 Application for Item Registration of Plant form to register the item of plant.

Change of ownership, alteration or relocation

The accountable person must advise Workplace Standards on a PRF6 Notice of Change of Ownership, Relocation or Alteration of Registered Item of Plant form if:

- ownership of an item of plant changes
- the plant is altered
- plant that is normally fixed is relocated.

Disposal, removal from service or decommissioning of plant

The accountable person should advise Workplace Standards, within 21 days and on a PRF5 Notice of Disposal, removal from service or decommissioning of plant form if:

- an item of plant is disposed of
- the plant is removed from service
- the plant is decommissioned.

If you intend to return any item of plant to service, then that item of plant must be inspected by a registered plant inspector prior to returning it to service.

Reciprocal arrangements

There is no need to seek item registration in Tasmania if mobile plant has current registration in another state or territory.

REGISTERED PLANT INSPECTOR

The Regulations include the registration of plant inspectors (Registered Plant Inspectors).

Registered plant inspectors:

- can inspect plant identified in Schedule 7
- must report to Workplace Standards once a month on the safe condition of the plant they inspect.

Plant must be inspected by the registered plant inspector before it is used:

- for the first time in a workplace
- after major structural repairs are carried out
- if normally-fixed plant is relocated
- when significant alterations or additions are made to load-bearing or pressure retaining parts
- at intervals specified.

A list of registered plant inspectors can be found at the Workplace Standards website. Go to ww.wst.tas.gov.au and search for “registered plant inspectors”.

Recognition of qualifications

Alternatively, a person may do the work of a registered plant inspector without being registered with Workplace Standards Tasmania. For example, if a person holds qualifications or accreditation of a similar nature from another state or territory, then they can do the same work as a registered plant inspector does in Tasmania.

RECORD KEEPING

The accountable person must make sure records are kept and maintained on items of plant identified in Schedule 8 of the Regulations. Records must be kept for the life of the plant — that is, until the plant is scrapped, made permanently inoperative or used as spare parts. If the plant is sold, these records must be transferred to the purchaser.

The kind of records that must be kept and maintained include records of:

- alterations
- commissioning
- inspections
- maintenance
- relevant tests.

This is not a complete list of information you should record.

Upon request, you must provide the following people at your workplace access to your records:

- a member of the safety committee
- a registered plant inspector
- any employee
- the employees' safety representative
- an inspector from Workplace Standards.

For example, any of these people may ask you to justify the safety and operation of other items of plant under your control. Thorough records can be an effective way to demonstrate this.

FORMS

The following forms are available for plant registrations:

- PRF1 — Application for Registration of Plant Design
- PRF2 — Design Compliance Statement
- PRF3 — Notification of Alteration to Plant Design
- PRF4 — Application for Item Registration of Plant
- PRF5 — Notice of disposal, removal from service or decommissioning of registered item of plant
- PRF6 — Notice of Change of Ownership, Relocation or Alteration of Registered Item of Plant.

These forms are available from Workplace Standards. Call the Helpline on 1300 366 322 or go to www.wst.tas.gov.au and search for any of the above codes (such as PRF1).

FURTHER INFORMATION.

Operators or users of plant

Operators or users of some plant shown in this guide must hold a licence to perform high risk work. For more information, call the Helpline on 1300 366 322 for your free copy of *High Risk Work Licencing in Tasmania* (GB101) or go to www.wst.tas.gov.au and search for “GB101”.

Schedule of Plant — Registration and Record Keeping Requirements

PRESSURE EQUIPMENT

(Boilers and pressure vessels)

Design registration

Yes for hazard levels A, B, C or D*
(Not required for pressure piping)

Item registration

Yes for hazard levels A, B, or C* except #
(Not required for pressure piping)

Record keeping

Yes for hazard levels A, B, or C* except #
(Not required for pressure piping)

Gas cylinders covered by AS 2030, LP gas fuel vessels for automotive use covered by AS 3509 and serially produced vessels covered by AS 2971.

* Hazard level according to criteria defined in AS 4343



Gas cylinders covered by AS 2030

Design registration

Yes

Item registration

No

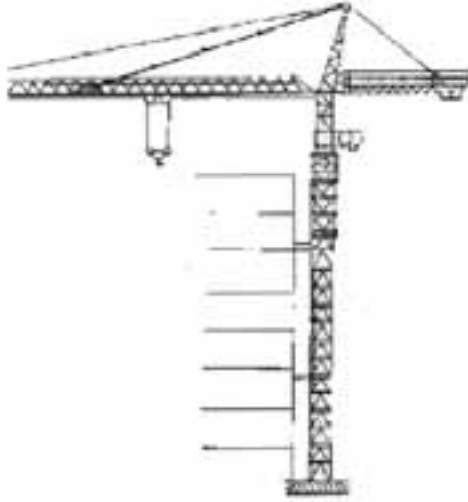
Record keeping

Not mandatory



Schedule of Plant — Registration and Record Keeping Requirements

Tower cranes



■ **Design registration**

Yes

■ **Item registration**

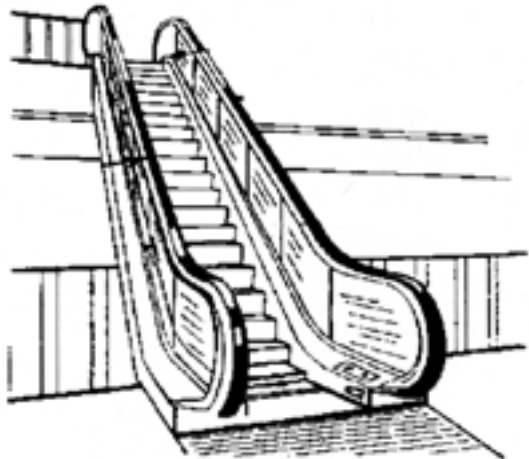
Yes

■ **Record keeping**

Mandatory

Lifts

(including escalator and moving walks)



■ **Design registration**

Yes

■ **Item registration**

Yes

■ **Record keeping**

Mandatory

Schedule of Plant — Registration and Record Keeping Requirements

Building maintenance units

■ Design registration

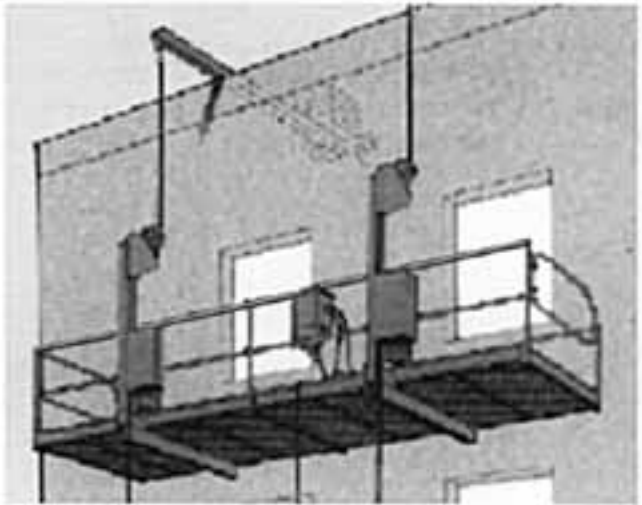
Yes

■ Item registration

Yes

■ Record keeping

Mandatory



Hoists

which have a platform movement in excess of 2.4 metres and support people or are designed to lift people. Includes scissor type hoists, personnel and materials hoists, stage/orchestra lifts, enclosed platforms hoists

■ Design registration

Yes

■ Item registration

Yes

■ Record keeping

Mandatory



Schedule of Plant — Registration and Record Keeping Requirements

Workboxes

suspended from a crane, mine winder, hoist or supported by an industrial fork-lift truck

■ **Design registration**

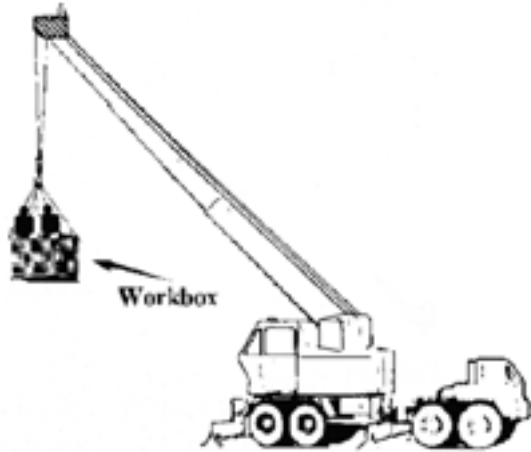
Yes

■ **Item registration**

No

■ **Record keeping**

Only for design registration



Amusement structures

Covered by AS 3533. Includes a chairlift if within the definition of an amusement structure

■ **Design registration**

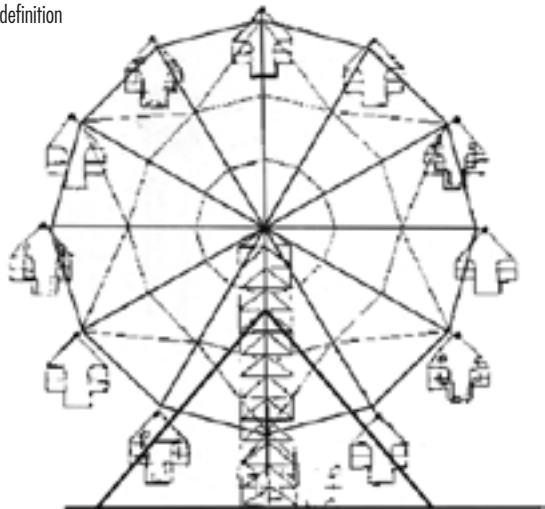
Yes, other than Class 1

■ **Item registration**

Yes, other than Class 1

■ **Record keeping**

Mandatory, for all classes



Schedule of Plant — Registration and Record Keeping Requirements

Prefabricated scaffolding

Includes frame type, tower frame type, modular type

■ Design registration

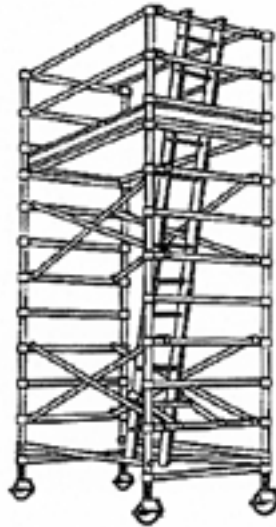
Yes

■ Item registration

No

■ Record keeping

Only for design registration



Boom-type elevating work platforms

■ Design registration

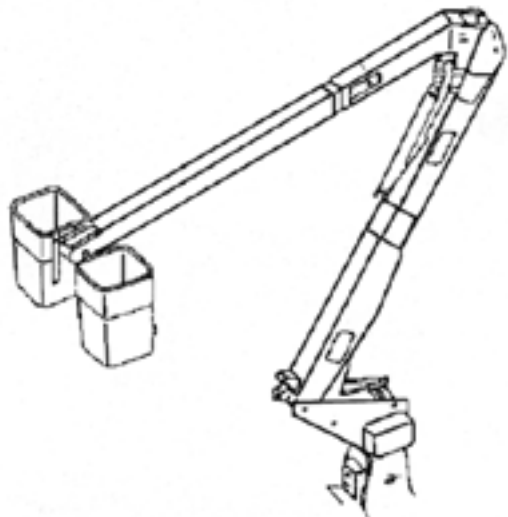
Yes

■ Item registration

Yes

■ Record keeping

Mandatory



Schedule of Plant — Registration and Record Keeping Requirements

Gantry cranes

■ **Design registration**

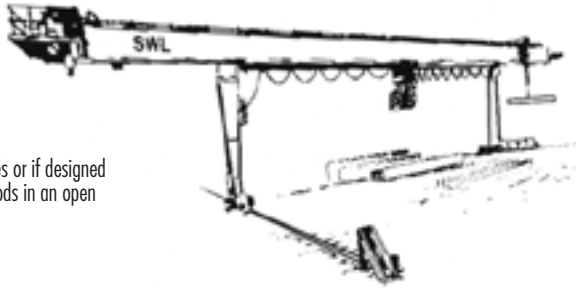
Yes if safe working load exceeds 5 tonnes or if designed to handle molten metal or dangerous goods in an open container

■ **Item registration**

No

■ **Record keeping**

Mandatory for all gantry cranes



Bridge cranes

■ **Design registration**

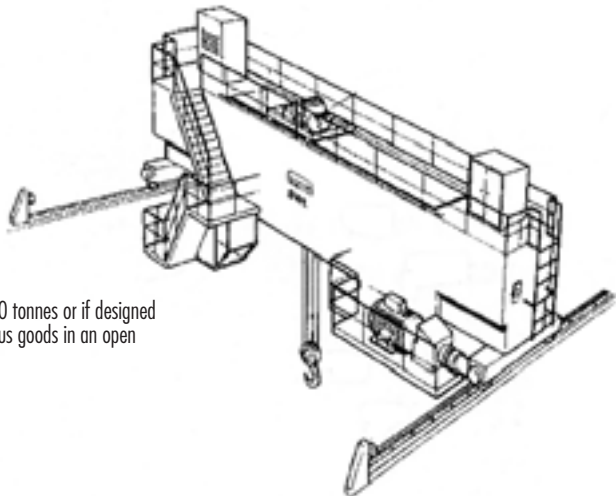
Yes if safe working load exceeds 10 tonnes or if designed to handle molten metal or dangerous goods in an open container

■ **Item registration**

No

■ **Record keeping**

Mandatory for all bridge cranes



Schedule of Plant — Registration and Record Keeping Requirements

All cranes and hoists

designed to handle molten metal or dangerous goods in an open container

Design registration

Yes

Item registration

No except for all tower cranes and for mobile cranes with a safe working load exceeding 10 tonnes

Record keeping

Not mandatory except for tower cranes, mobile cranes, gantry cranes, bridge cranes and portal boom cranes. Records of design registration, testing and inspection should be kept for other cranes and hoists

Truck-mounted concrete-placing units with booms

Design registration

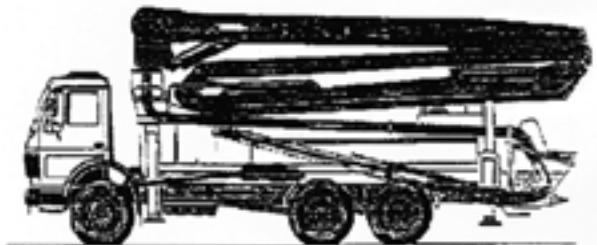
No

Item registration

Yes

Record keeping

Mandatory



Schedule of Plant — Registration and Record Keeping Requirements

Vehicle hoists

■ Design registration

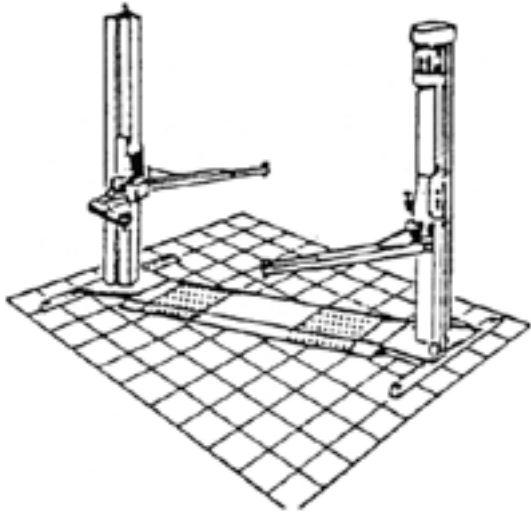
Yes

■ Item registration

Yes

■ Record keeping

Mandatory



Mast-climbing work platforms

■ Design registration

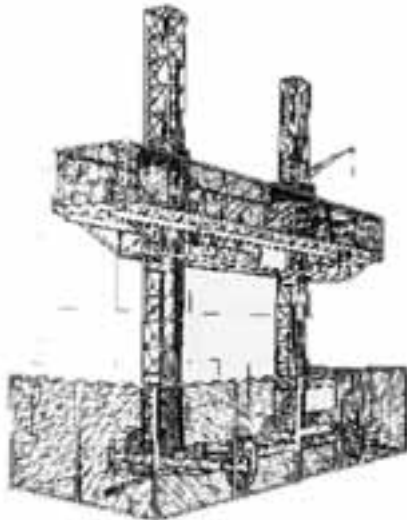
Yes

■ Item registration

No

■ Record keeping

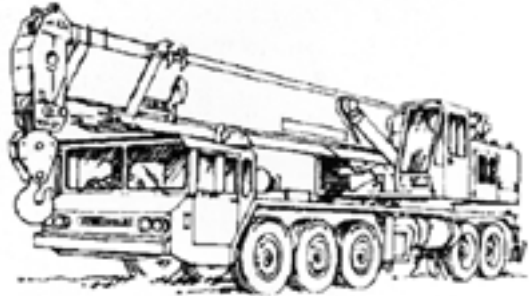
Mandatory



Schedule of Plant — Registration and Record Keeping Requirements

Mobile cranes

Includes all types of mobile cranes — slewing, non-slewing, hydraulic boom, lattice boom, vehicle loading, truck mounted, articulated non-slewing



■ **Design registration**

Yes if safe working load exceeds 10 tonnes

■ **Item registration**

Yes if safe working load exceeds 10 tonnes

■ **Record keeping**

Mandatory for all

Mine winders



■ **Design registration**

Yes

■ **Item registration**

Yes

■ **Record keeping**

Mandatory

Schedule of Plant — Registration and Record Keeping Requirements

Portal boom cranes

■ Design registration

Yes

■ Item registration

No

■ Record keeping

Mandatory



Industrial fork-lift truck

Includes powered mobile plant designed to move goods, materials or equipment, equipped with an elevating load carriage and, normally, a load-holding attachment. Does not include a mobile crane or earth moving equipment

■ Design registration

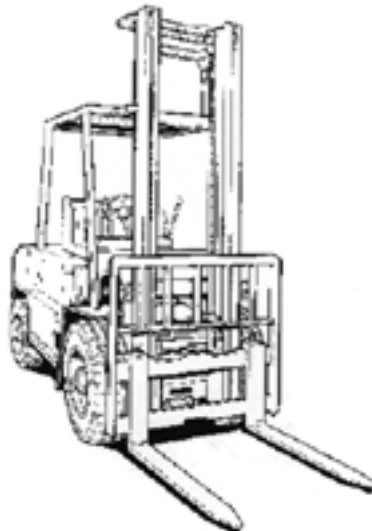
No

■ Item registration

No

■ Record keeping

Mandatory



Schedule of Plant — Registration and Record Keeping Requirements

Presence-sensing safeguarding systems associated with plant

■ Design registration

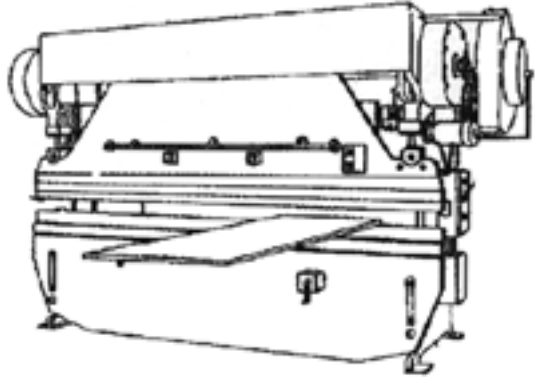
No

■ Item registration

No

■ Record keeping

Mandatory



PLANT DEFINITIONS

The regulations listed here are the *Workplace Health and Safety Regulations 1998*.

Alter does not include undertaking routine maintenance, repair or replacement.

Approved means approved in writing by the Director of Industry Safety at Workplace Standards Tasmania.

AS is an Australian Standard published by Standards Australia. It includes a standard published jointly by Standards Australia and Standards New Zealand.

A *building* includes any erection, edifice, wall, plant, chimney, fence, bridge, wharf, jetty, ship or floating structure.

Building maintenance equipment is a

- suspended platform (other than a suspended scaffold) which incorporates permanently installed overhead supports to provide access to any face or other similar surface of a building for maintenance purposes
- swing stage
- building maintenance unit.

A *building maintenance unit* means a power-operated suspended platform which is installed on a building and is specifically designed to provide permanent access to any face of a building.

A *certificate of inspection* is issued under regulation 53.

Commissioning means performing any necessary adjustment, test or inspection to ensure the plant is in full working order.

A *competent person* has sufficient knowledge and skills acquired through qualification, training or experience to perform the task.

A *compliance statement* is defined in regulation 97.

A *design verifier* is a competent person who is responsible for verifying that the plant design complies with the standard used by the designer. They are independent of the designer.

A *designer* designs (or is responsible for the design of) plant used or intended to be used in a workplace.

An *importer* is someone who imports any article or substance.

A *mine winder* is a machine used in an underground mine. It raises and lowers people, equipment or rock in a permanently coupled conveyance that travels in guides or on an inclined track, by means of a rope or ropes.

An *owner* is someone who manages or controls the plant; or it is an agent of the owner.

A *qualified engineer* is someone eligible to become a Corporate Member of the Institution of Engineers, Australia. They are also experienced in the specified class of work.

A *record* includes anything that stores information on a permanent basis or from where information may be reproduced.

A *registered person* is someone registered as a plant inspector under regulation 46.

A *registered plant* is plant specified in Schedule 7 of the Regulations.

A *registered plant inspector* is someone registered as a plant inspector under regulation 46.

Repair does not include routine maintenance, replacement or alteration.

A *supplier* is someone who supplies plant or materials by sale, lease, exchange or hire, whether as a principal or agent.

Use means to work from, operate, maintain, inspect or clean plant.

A *workplace* is any premises or place (including any mine, aircraft, vessel or vehicle) where an employee, contractor or self-employed person is or was employed or engaged in industry.

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1300 366 322
www.wst.tas.gov.au

For more information contact
Workplace Standards Tasmania
Phone: 1300 366 322 (within Tasmania)
(03) 6233 5343 (outside Tasmania)
Fax: (03) 6233 8338
Email: wstinfo@justice.tas.gov.au

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