

Plant - Acquisition / Purchase

When the purchase of an item of plant is being considered to undertake a task, it is an opportunity to avoid introducing OHS risk into a workplace by careful selection of appropriately designed plant. A documented risk assessment is required to comply with the regulations.

In making a pre-purchase decision, the following factors should be considered:

- Whether a task or operation is required (possibly eliminating the need for plant to be introduced to the workplace)
- Whether the task can be undertaken in a different way (possible substitution of less hazardous plant).
- Task requirements - define what the expected task / operation / process is required to be, and how the plant or equipment will assist in this (e.g. develop a business case).
- Any environmental or work practice issues (e.g. wet areas, flammable gases, work at heights)?

In conducting the risk assessment, the following forms can be useful:

[Plant pre-purchase assessment checklist](#)

[PRAMS](#) Form

Equipment specifications

Identify appropriate plant or equipment available (on the market) that has those attributes / specifications.

If there is no suitable equipment on the market, can the plant/equipment be manufactured? If so, see the relevant guidance material.

By completing the [plant pre-purchase assessment checklist](#), acquisition and purchase requirements and potential problems of an item of plant are identified. This reduces inappropriate commitment of University finances and/or exposure of staff and others to unacceptable risks due to unsuitable plant. Most reputable suppliers, manufacturers and retailers of plant may assist you in completing the checklist and may provide a demonstration or trial of plant to ascertain the suitability to workplace requirements.

Choosing a supplier

When choosing a supplier of plant, do not rely on the name and reputation of a supplier. Ask if the supplier can provide:

- Choice and availability of plant;
- Compliance with health and safety requirements;
- Plant demonstration arranged by the supplier for a Budget Area;
- Service and warranty agreements;
- Training and technical support;
- Maintenance schedules of the plant;
- Availability of serviceable components;
- The geographical location of service outlets;
- Supplier information; and
- Availability of recall or defect notices.

PLANT –PRE-PURCHASE RISK ASSESSMENT CHECKLIST

File reference:	Purchase Order Number:
Person requesting plant purchase:	
Manufacturer:	Supplier:
Plant item to be purchased:	
Detail the plant function/s (affix additional page/s if required):	
List any known relevant legislation, Act's or Codes of practice requirements regarding construction, installation, use and disposal of the plant, as well as University procedure the purchased plant must meet (affix additional page/s if required):	
Is design registration or notification required: <input type="checkbox"/> NO - see ANU HMP – Plant, Appendix A or Schedule 6 of the Commonwealth Plant Regulations <input type="checkbox"/> YES - complete the Comcare form available at: http://www.comcare.gov.au/plant/plant.html Responsible Officer:	
Is Registration or licensing required? <input type="checkbox"/> NO - see ANU HMP – Plant, Appendix A or Schedule 6 of the Commonwealth Plant Regulations <input type="checkbox"/> YES - complete the Comcare form available at: http://www.comcare.gov.au/plant/plant.html Responsible Officer:	
OHS Pre purchase considerations	
Are specifications required for any of the following <input type="checkbox"/> Operator licence, permit, or certificate of competency <input type="checkbox"/> Training - operation, maintenance, installer <input type="checkbox"/> Noise legislation <input type="checkbox"/> Workplace layout, access and storage <input type="checkbox"/> Manual handling code of practice <input type="checkbox"/> Safe guarding of machinery <input type="checkbox"/> Stop/warning devices <input type="checkbox"/> Emergency operator controls <input type="checkbox"/> Signage / authorised access <input type="checkbox"/> Other (please specify):	
Do any of the following require specification?	
<input type="checkbox"/> Instructions – operational and maintenance manuals <input type="checkbox"/> Approved plans/calculations <input type="checkbox"/> Risk assessment documentation <input type="checkbox"/> Installation instructions <input type="checkbox"/> Applicable Australian Standard please indicate AS number/s _____ <input type="checkbox"/> Other (please specify)	