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| **Section 1: Logistics and installation considerations** |
| **Potential Hazard** | **YES** | **NO** | **N/A** | **Addressed by:** |
| **Delivery, storage and installation** |
| **1** | Is the item to be permanently connected to any building service? *e.g. water, compressed gas, compressed air, electricity or air/dust extraction* | **[ ]**  | **[ ]**  | [ ]  | <<Provide additional information about acceptability of potential risk. Consultation with P&F Client Facilities Manager required>> |
| **2** | Will the item be delivered during standard work hours? | **[ ]**  | **[ ]**  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **3** | Is sufficient safe storage space available for the item prior to installation and commissioning?*e.g. ensure fire exits will not be blocked* | **[ ]**  | **[ ]**  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **4** | Is there sufficient physical space to house, install and operate the item at the intended location?*Ensure new hazards won’t be created e.g. blocked walkways or exits* | **[ ]**  | **[ ]**  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **5** | Can the item be safely transported to its location, including in the building lift?*Consider size and weight, incl. people and small spaces. Will it fit through corridors, doorways and around corners?* | **[ ]**  | **[ ]**  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **6** | Can the item be used without a stand, specifically designed bench, or other supporting structure required for safe installation and use?*i.e. consider if there is a stable base that can support the weight of the plant* | **[ ]**  | **[ ]**  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **7** | Is installation by a competent person included in the quote?*Note any licenses required, e.g. electrical, plumbing etc* | **[ ]**  | **[ ]**  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **8** | All equipment required for installation or delivery is supplied by the vendor or delivery agent?*e.g. forklift, crane, trolleys, tools* | **[ ]**  | **[ ]**  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **9** | Are existing services such as gas, vacuum or compressed air available and adequate for the item? | **[ ]**  | **[ ]**  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **10** | Is the item to be installed in a standard facility? *e.g. not within a PC2 laboratory, Biosecurity AA, animal facility, clinic room or workshop* | **[ ]**  | **[ ]**  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **11** | Is the load capacity of the structural flooring sufficient for the weight of plant/equipment?*If unsure, ask your Building Manager or P&F Client Services Manager* | **[ ]**  | **[ ]**  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **Electrical requirements** |
| **1** | Is adequate power supply already available?*e.g. 15 Amp, 20 Amp, 3-phase* | **[ ]**  | **[ ]**  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **2** | Is the equipment designed to be plugged into electrical power supply? *i.e. will not be hardwired to electrical power* | **[ ]**  | **[ ]**  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **3** | Does the item come with an Australian power plug and have a Regulatory Compliance Mark (RCM)? | **[ ]**  | **[ ]**  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **4** | Can the equipment run without a backup or uninterruptable power system?*e.g. is the equipment safe during power loss* | **[ ]**  | **[ ]**  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **5** | Does the vendor state that the item is compliant with AS/NZS 3820 Essential safety requirements for electrical equipment?*e.g. if importing equipment or obtaining pre-used equipment* | **[ ]**  | **[ ]**  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **7** | Is the equipment safe to operate without additional electrical protection for the facility?*e.g. does need specific RCD protection, cardiac protection (clinic rooms), etc* | **[ ]**  | **[ ]**  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **General considerations** |
| **1** | Is the item fit-for-purpose?*e.g. manufactured for commercial, industrial or research applications? Items designed for home use may not be suitable* | **[ ]**  | **[ ]**  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **2** | Is the equipment supplied with required consumables, adaptors or other components that are industry standard?*e.g. cables, sensors, adaptors, scientific labware* | **[ ]**  | **[ ]**  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **3** | Is the item to be used for the same purpose for which it was designed? | **[ ]**  | **[ ]**  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **4** | Are safety switches or emergency shutdown switches built in? | **[ ]**  | **[ ]**  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **5** | Are lockout and isolation points built in? | **[ ]**  | **[ ]**  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **6** | Is the equipment supplied with required consumables, adaptors or other components that are industry standard?*e.g. cables, sensors, adaptors, scientific labware* | **[ ]**  | **[ ]**  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **7** | Has the vendor stated that the item is compliant with required Australian Standards and Codes of Practice?*Seek advice from your local area WHSC to identify relevant Standards and/or Codes of Practice.* | **[ ]**  | **[ ]**  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **8** | Is a user manual available in English? | **[ ]**  | **[ ]**  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **9** | Are requirements (including costs) for safe decommissioning and disposal of the equipment at end-of-life understood and acceptable?*e.g. degassing of refrigerants, removal of radiation sources* | **[ ]**  | **[ ]**  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **10** | Is existing lighting in the area adequate for the operation of the item? | **[ ]**  | **[ ]**  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **11** | Will there be sufficient access for repair and maintenance once installed?*e.g. consider location of access panels, cable connections* | **[ ]**  | **[ ]**  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **12** | Is existing security adequate to prevent unauthorised access?*e.g. swipe card access to room or key locks on equipment is not required* | **[ ]**  | **[ ]**  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **13** | Is the item compatible with existing activities, substances and equipment?*i.e. does not introduce a new hazard* | **[ ]**  | **[ ]**  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **Training and Competency** |
| **1** | Are special skills required for people who operate the plant or carry out inspection and maintenance? | **[ ]**  | **[ ]**  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **2** | Has a comprehensive training package and method of assessment been developed to inspect, shut-down, clean, repair and maintain, access and operate the plant? | **[ ]**  | **[ ]**  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **3** | Is there a system of authorisation to operate the plant? | **[ ]**  | **[ ]**  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **Section 2: Licensing, permits and registration considerations** |
| **Potential Hazard** | **YES** | **NO** | **N/A** | **Addressed by:** |
| **1** | Is the item [registrable plant](https://www.worksafe.qld.gov.au/licensing-and-registrations/plant-registration)?*e.g. lifts, cooling towers* | [ ]  | [ ]  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **2** | Is a certificate, permit or license required to possess, acquire, verify installation, use/operate or transport or dispose the item? | **[ ]**  | **[ ]**  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **Section 3: Inspection, maintenance, repair and cleaning** |  |
| **Potential Hazard** | **YES** | **NO** | **N/A** | **Addressed by:** |
| **1** | Has UQ Properties & Facilities been notified of the plant? | [ ]  | [ ]  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **2** | Has the item been added to a university preventative maintenance schedule, with defined inspection and service intervals based on manufacturer’s recommendations? | **[ ]**  | **[ ]**  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **3** | Has sufficient access for inspection, maintenance, repair and cleaning once installed been allowed? | [ ]  | [ ]  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **4** | Has adequate means to isolate power, disengage and de-energise prior to inspection, maintenance, repair and cleaning? | [ ]  | [ ]  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **Section 4: Specialised hazards** |
| **Potential Hazard** | **YES** | **NO** | **N/A** | **Addressed by:** |
| **1** | Is the item [powered mobile plant](https://www.worksafe.qld.gov.au/construction/workplace-hazards/mobile-plant#:~:text=Powered%20mobile%20plant%20is%20defined,excavators)?*i.e. car, forklift, quad bike* | **[ ]**  | **[ ]**  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **2** | Does it require use of hazardous chemicals or biologicals that are not already in routine use in the facility? | **[ ]**  | **[ ]**  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **3** | Does the item contain asbestos? *e.g. within the mechanism or as insulation?* | **[ ]**  | **[ ]**  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **4** | Does the equipment include hydraulic or pneumatic systems?*i.e. complies with Aust. Standards* | **[ ]**  | **[ ]**  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **5** | Does the item have hazardous parts likely to cause injury?*Ensure* [*adequate guarding*](https://www.worksafe.qld.gov.au/agriculture/workplace-hazards/machinery-and-equipment/machinery-guarding) *is included.* | **[ ]**  | **[ ]**  | [ ]  | <<Provide additional information about acceptability of potential risk>> |
| **6** | Does the item produce hazardous dusts, fumes, noise or waste?*i.e. consider if additional engineering controls such as ventilation are required* | **[ ]**  | **[ ]**  | [ ]  | <<Provide additional information about acceptability of potential risk>> |