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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>> | |