**Plant & Equipment Register Guideline**

Plant by definition includes any machinery, equipment, appliance, container, implement and tool, and includes any component or anything fitted or connected to any of those things.

Plant that relies exclusively on manual power for its operation and is designed to be primarily supported by hand (other than hand-held explosive power tools) is NOT specifically defined as Plant covered by the SA WHS Act & Regulations 2012. The general duty of care under the SA WHS Act & Regulations 2012 applies to this type of plant.

**Why are Plant & Equipment Registers required?**

* CSaIM Procedure 15 – Plant Management, requires a plant & equipment register be developed and implemented at your workplace.
* A plant & equipment register provides supporting evidence of meeting the legislative requirements relating to record keeping associated with plant & equipment at a workplace.
* Provides a centralised record of plant & equipment that is at a workplace. (some sites use asset registers which after a period of time, through depreciation, items are removed from the asset registers). Items can be forgotten about. New staff don’t have history of what the workplace owns and very easily some maintenance / service can be overlooked.
* Provides a means of keeping track of maintenance schedules, history of what maintenance has been done and assists with managing the lifespan of plant/equipment that should assist workplaces with budgeting for replacements / upgrades etc.
* Know what plant requires registration / licensing with statutory authorities (predominantly SafeWork SA).
* Provides a record and means of managing what risk assessments have been completed, whether a Standard Operating Procedure (SOP) has been developed and implemented and when review is due.
* Assists in allowing workplaces to demonstrate a planned and systematic approach to the appropriate management of plant & equipment in the workplace.

**Can an Asset Register be a Plant & Equipment Register as well?**

* Yes it can in part initially, however as plant & equipment depreciates those items that are removed from an asset register must be transferred to a workplace’s plant & equipment register.
* Asset registers are generally only in place for tax purposes and provide limited benefit for ongoing WHS management requirements relating to plant & equipment other than a list. Items below $1000 generally will not appear on an asset register and need to be included on the plant & equipment register.

The list below is not an exhaustive one and is designed to give guidance to workplaces in relation to what typically should be on a plant & equipment register. Plant that presents as an increased risk to workers or others when being used, maintained or accessed etc., should be the guidance to determine what items need to be recorded on a plant & equipment register. The plant and equipment detailed below is typical of the types in place and in use at our workplaces and what should be on a plant & equipment register.

**Plant Requiring Registration with SafeWork SA:**

* Boilers
* Pressure vessels
* Lifts

**General:**

* Site owned vehicles
* PV (solar) systems
* Gas BBQ’s

**Information & Technology:**

* Device charging stations
* Testing equipment associated with test and tag activity

**Grounds & Maintenance:**

* Tractors + any associated equipment e.g. harrows, slashers, cultivators, aerators, rollers etc.
* Gators
* Mowers
* Whipper snippers
* Brush cutters
* Hedge trimmers
* Chainsaws
* Stick saws
* Trailers
* Air compressors
* Water tanks
* Elevating work platforms
* Scaffolding
* Generators
* Vibrating plates / whackers

**Design & Technology / Workshops:**

* Laser Cutters
* 3D printers
* Pedestal drills
* Cut off saws
* Table saws
* Band saws
* Lathes
* Routers
* Dove jointing cutters
* Spray booths
* Welding / cutting equipment e.g. oxy/acetylene including flashback arrestors etc.
* Blower vacuums
* Buffing machines
* Planers
* Guillotines
* Nail guns
* Grinders
* Vehicle hoists
* Extraction systems including fixed and portable

**Science:**

* Fume cupboard
* Flammable / Corrosive cupboards
* Emergency shower / eyewash

**Home Economics / Kitchens / Laundries:**

* Commercial stoves
* Commercial blenders
* Commercial mixers
* Commercial slicers
* Commercial fridges / freezers
* Commercial washers
* Commercial dryers
* Salamanders

**Art:**

* Kilns
* Ovens

**Halls / Gymnasiums:**

* Retractable seating whether powered or not
* Power driven drawers / cupboards
* Retractable basketball rings

**OTHERS**:

* Wheelchairs
* Patient lifters / hoists / slings
* Sack trucks
* trolleys
* water bubblers
* mixer taps
* anchor points / ladder attachment points
* large industrial fans
* wall mounted gas heaters / gas heaters in general