



# Federation New Plant or Chemical Checklist

Health, Safety and Wellbeing

This form relates to OHS Procedure - [Hazard Identification, Risk Assessment and Control \(HIRAC\)](#)

Note: "New" includes second-hand acquisitions, transfers from other university locations, or even items previously used for different purposes, quantities, or conditions.

Name of person requesting new item of plant or chemical	Date checklist completed
<input type="text"/>	<input type="text"/>
Description of new item of plant or chemical to be introduced within University	
<input type="text"/>	<input type="checkbox"/> New item of plant
<input type="text"/>	<input type="checkbox"/> New chemical
Institute / Centre	
<input type="text"/>	
Campus & Building	
<input type="text"/>	

CONSULTATION	Name	Date
You <u>must</u> consult with relevant Health and Safety Representative(s) and staff prior to the introduction of the new item of plant or chemical		
Health and Safety Representative(s)	<input type="text"/>	<input type="text"/>
You may also need to consult with some or all of the following regarding health and safety prior to the introduction		
Health, Safety and Wellbeing (Ext 9370 / 8381)	<input type="text"/>	<input type="text"/>
Management of the intended user area	<input type="text"/>	<input type="text"/>
Users of the item of plant or chemical	<input type="text"/>	<input type="text"/>
Those who will install the item	<input type="text"/>	<input type="text"/>
Those who will maintain or clean the item	<input type="text"/>	<input type="text"/>
Contractors	<input type="text"/>	<input type="text"/>
Government Departments or external agencies	<input type="text"/>	<input type="text"/>
Others (specify)	<input type="text"/>	<input type="text"/>

ITEM OF PLANT	HAZARD IDENTIFICATION	Applicable?		If YES, give details (e.g. person responsible)
		YES	NO	
	Mechanical hazards (entrapment, entanglement, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	Electrical hazards (accessible live components, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	Postural, ergonomic or manual handling hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	Inadequate space to locate or store the item of plant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	Hazards to personnel servicing or maintaining the item	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	Hazards to personnel cleaning the item or near it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	Hazards to other persons gaining access to the item	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	Hazardous noise levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	Ventilation requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	Hazardous temperatures (hot or very cold components)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	Radiation hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	Hazardous pressures (compressed gases, hydraulics, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	Inadequate, poorly labelled or inaccessible controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	Relevant Australian Standards (state AS No)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

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Authorised by: University Health and Safety Policy Committee

Document Owner: Head – Health, Safety and Wellbeing

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	HAZARD IDENTIFICATION	Applicable?		If YES, give details (e.g. person responsible)
		YES	NO	
CHEMICAL	Safety Data Sheet obtained and reviewed			
	Chemical classified as 'Dangerous Goods'			
	Chemical classified as Workplace Hazardous Chemical			
	Changes of 10% or more to existing storage quantities			
	Changes to Dangerous Goods placarding (signage)			
	Revision of Chemicals Register			
	Labelling and packaging (size, weight, type, etc.)			
	Storage incompatibilities			
	Fume-cupboard or other ventilation/containment required			
	Access to Safety Data Sheets			
	Monitoring of the workplace for: - Radiation - Dust, fumes, vapours, gases... - Vibration, noise - Heat/cold			
	Employee health assessments/examinations			
	Specialised first aid equipment or training			

	GENERAL CONSIDERATIONS	Applicable?		If YES, give details (e.g. person responsible)
		YES	NO	
GENERAL	Guarding / emergency stops / safety devices			
	Safety signage			
	Assessment of lighting levels			
	Safety instructions, information & training for users			
	Training for those who install, use, maintain or dispose			
	Special spill/clean up equipment or procedures			
	Special fire protection/emergency requirements			
	Protective equipment: footwear, eye, face, head, respirators, hearing, gloves, clothing, harness...			
	Ergonomics, workplace layout and seating			

	ENVIRONMENTAL CONSIDERATIONS	Applicable?		If YES, give details (e.g. person responsible)
		YES	NO	
ENVIRONMENT	EPA licences or special requirements			
	Environmental Impact Statement			
	Environmental effects of discharges on air, water, land			
	Effects on neighbouring premises (including noise)			

Based on the preliminary assessment above, is a more detailed assessment required (i.e. a Hazard Identification, Risk Assessment and Control [HIRAC] Review)?

- Yes (attach the HIRAC Report)  
 No

Dean / Director authorising the introduction of the new item of plant/chemical		
Name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Original to:** Employee organising introduction of New Plant or Chemical

**Copies to:** (1) Dean / Director (2) H&S Representative(s) (3) Head – Health, Safety & Wellbeing

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