

SCU Plant & Equipment – Field Guide

This field guide provides essential safety requirements for the safe use of plant and equipment at Southern Cross University (SCU). It is applicable to all staff, students, contractors, and visitors who interact with machinery, powered equipment, or tools.

Before Use

- Complete a risk assessment and Safe Work Method Statement (SWMS) where required.
- Check plant/equipment registration and ensure inspection/maintenance tags are current.
- Confirm operator holds the correct High Risk Work Licence (e.g., forklift, crane, pressure equipment).
- Inspect guarding, safety devices, and controls before use.
- Report and tag out any defective or unsafe plant before use.

During Use

- Operate equipment only if trained, competent, and authorised.
- Use personal protective equipment (PPE) as specified (e.g., hearing, eye, respiratory protection).
- Never remove or bypass guards, interlocks, or emergency stop devices.
- Follow safe operating procedures and do not exceed load or speed limits.
- Maintain clear exclusion zones around moving plant and communicate with spotters if required.

Emergency Preparedness

- Know the location of emergency stops, isolators, and first aid facilities.
- Ensure fire extinguishers and spill kits are accessible where plant is used.
- Have a rescue plan for high-risk operations (e.g., working with cranes, confined spaces).
- Report all incidents, near misses, and equipment failures immediately.

After Use

- Shut down plant safely and isolate power sources before cleaning, servicing, or adjustments.
- Remove keys and apply lock-out/tag-out (LOTO) if equipment is unsafe or requires repair.
- Clean work area and return tools and plant to designated storage.
- Record use, inspection, and maintenance in the plant/equipment register where applicable.

⚠ *Plant and equipment present significant risks – ensure all guards, registrations, licences, and controls are in place. Stop work and report immediately if safety cannot be assured.*