

Plant – Designated plant

12.02.20

Registration of personnel and material hoists>

The [Workplace Health and Safety Regulations](#) place an obligation on owners to ensure that personnel and material hoists (which fall under the definition of a Lift) are installed, maintained and repaired so as to minimise the risk of health and safety issues to the people who use them. This information bulletin outlines the responsibilities of owners of personnel and material hoists under the Workplace Health and Safety Regulations.

General

All personnel and material hoists (commonly known as man and material hoists) are classified as designated plant. This means that this type of plant must be registered with NT WorkSafe and inspected yearly and each time the personnel and material hoist is erected on a different site regardless of when the previous inspection was conducted, by a designated plant inspector (DPI) – a registered third party inspector. A full listing of inspectors can be found in NT WorkSafe information bulletin [12.02.02](#).

Design registration of Personnel and Material Hoists

Reference: Regulations 84, 89 and 90 Workplace Health and Safety Regulations.

Before the personnel and material hoist can be used, the design must be verified and registered with a statutory authority such as NT WorkSafe.

An application to register the design shall include:

- [FM152](#) – Application to register a personnel and material hoist design;
- the design verification certificate;
- full set of engineering drawings;
- a certificate that all tests have been carried out in accordance Australian Standard [AS 1418](#) and [AS 1735](#);
- operating instructions;
- the design registration fee of \$50.

Design verification

Reference: Regulations 88 and 89, Workplace Health and Safety Regulations.

An independent design verifier shall verify the design. Pursuant to Regulation 88 (2)(a) and (b) of the Workplace Health and Safety Regulations the design verifier must not have been involved in any part of the design of the specific plant in application. If the designer and design verifier are employed by the same person, the design verifier must show that he/she uses a quality system to undertake the design of items of plant and the system has been certified by a body accredited or approved by the [Joint Accreditation System of Australian and New Zealand](#) (commonly known as JAS-ANZ).

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The following information is required for verification of plant design:

- representational and detailed drawings (including material specifications);
- design calculations and
- diagrams of the control systems.

The design verification certificate shall include a statement that the design complies with [AS 1418](#) and [AS 1735](#).

Use of Overseas Design Standards

When applying for Design registration of plant which has been designed using a standard other than the applicable Australian Standard listed in Schedule 10 of the Northern Territory Workplace Health and Safety Regulations, the design verifier must include a written statement that the item of plant produced using this standard has been assessed against the relevant Australian Standard and the design will produce an item of plant that provides at least an equivalent level of safety as would the Australian Standard.

Relevant documents and information

Reference: Regulations 84, 85 and 86, Workplace Health and Safety Regulations.

The manufacturer, importer and/or supplier of a personnel and material hoist is required to provide the prospective owner with a copy of the design registration letter for the plant and any other information that refers to the:

- data or certificate specified by the relevant standards on Schedule 10 of the Workplace Health and Safety Regulations;
- commissioning;
- safe operation; and
- routine servicing, inspection and maintenance of the crane.

Plant Item Registration

Reference: Regulations 93 to 97, Workplace Health and Safety Regulations.

Under the Regulations, personnel and material hoists are designated plant, which means that the owner must register them with NT WorkSafe. Designated plant are those types of plant which are considered to be a high risk to workers or the public if they are not maintained and operated correctly. Personnel and material hoists can be registered by completing the registration form [FM020](#) – Application to register designated plant. On registration, the owner will receive a certificate of registration and an identification number for the plant.

The application to register the personnel and material hoist shall include:

- a copy of the design registration letter; and
- the plant registration fee of \$20.

All information must be written in English.

Plant records

Reference: Regulations 87F, 87G, 105 and 117, Workplace Health and Safety Regulations.

The owner of a personnel and material hoist must keep a record for each item of plant, containing:

- the data and operating instructions for the plant as provided by the manufacturer of the plant;
- the details of the design registration, where the repair is of a nature that requires a design verification to be undertaken;
- certificate of registration of the lift;
- details of all maintenance and repairs carried out on the plant, including the date and details of the competent person who carried out the maintenance or repairs;
- details of all inspections carried out on the personnel and material hoist and copies of any certificates of inspection; and
- copy of the rope certificate (if applicable).

This applies to existing as well as new personnel and material hoists.

Repairs and Maintenance

Reference: Regulations 100, 104, 115 and 117, Workplace Health and Safety Regulations.

Personnel and Material Hoists are designed to carry people. Failure of a personnel and material hoist could result in serious injury to any passenger. It is therefore important that they are correctly maintained by a competent person to minimise the risk of failure.

Pursuant to regulation 104 (c) Where repairs are performed to load bearing parts of a personnel and material hoist ("repairs" excludes routine maintenance), the owner must notify NT WorkSafe prior to any repairs are carried out. After such repairs are carried out the personnel and material hoist must then be inspected by an inspector of designated plant before the plant is used, regardless of when the previous inspection was carried out.

Pursuant to regulation 117 (2) after the installation of new ropes (if applicable) and before the personnel and material hoist commences to be operated, a copy of the rope certificate relating to the ropes used on the personnel and material hoist, as provided by the manufacturer of the rope, must be supplied to NT WorkSafe by the owner of the personnel and material hoist.

The owner is responsible for ensuring that servicing, repairs and maintenance is carried out in accordance with the manufacturer's recommendations and in accordance with the appropriate standards specified in Schedule 10, in particular to [AS 1418](#) and [AS 1735](#).

Inspection

Reference: Regulations 99, 100 and 101 Workplace Health and Safety Regulations.

The owner is responsible for ensuring that personnel and material hoists are inspected; annually and each time the personnel and material hoist is erected on a different site regardless of when the previous inspection was conducted, by a designated plant inspector (registered third party inspector). A full listing of inspectors can be found in NT WorkSafe information bulletin [12.02.02](#) – Designated plant inspectors.

Personnel and material hoists shall not be used at a workplace unless there is a current certificate of inspection in force. This inspection does not include the testing or commissioning of designated plant prior to it being used at a workplace.

Manufacturers Data Plate in Personnel & Material Hoist Cage

Reference: Regulations 103 and 118, Workplace Health and Safety Regulations.

The owner shall ensure that there is affixed, in a conspicuous place in the cage of the personnel and material hoist, a plate stating the following. This identification is to be kept clean and distinct at all times:

- the maximum carrying capacity of the personnel and material hoist (eg, 12 passengers);
- the identification number of the lift allocated by NT WorkSafe;
- the name and telephone number of a person who may be contacted in the event of a stoppage of, or an accident involving the personnel and material hoist;
- the name of the owner of the personnel and material hoist;
- a sign prohibiting smoking in the personnel and material hoist .

Summary

It is the owners responsibility to ensure that personnel and material hoists are registered, maintained, repaired and inspected in accordance with the above requirements.

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