

LIFT REGISTRATION: MAINTENANCE DEPARTMENT - CHW PROCEDURE [®]

DOCUMENT SUMMARY/KEY POINTS

- In Accordance with Work Health & Safety (WHS) Act,2011
- WHS Regulation 2017, a Certificate of Plant Item Registration is required by SafeWork New South Wales on a **12 monthly** basis.

CHANGE SUMMARY

- No Change – due for mandatory review.

READ ACKNOWLEDGEMENT

- Engineering Operations Manager must read and acknowledge this document.
- Other Maintenance staff, Deputy Directors of Corporate Services Finance are to be aware of this document

Approved by:	SCHN Policy, Procedure and Guideline Committee	
Date Effective:	1 st January 2024	Review Period: 3 years
Team Leader:	Chief Engineer	Area/Dept: Maintenance Department

Introduction

Purpose/Scope

The Children's Hospital at Westmead has 16 passenger lifts located throughout the hospital and the Medical Centre, this procedure is a mandatory requirement under SafeWork NSW.

Expected results

To ensure that under the WHS Act that all lifts are registered and are properly maintained by a recognised company that have expertise in lift maintenance.

Responsibilities

Engineering Operations Manager is responsible to organise the lift maintenance.

Related Documents

Certificate of Plant Item Registration provided by SafeWork NSW

Lift Registration Procedure

1. Prior to the expiration of the previous Certificates of Plant Item Registration, SafeWork NSW will issue new registration forms that will be required to be completed and re-submitted with a fee payable to SafeWork NSW.
2. The new registration forms identify all lifts that exist within the hospital, the Engineering Operations Manager will be review the detail noted on each form to ensure it truly reflects the lift description detailed.
3. All registration forms for 16 lifts to be submitted to SafeWork NSW including nominated fee, one month prior to expiration date.
4. When receipted registration forms are received they are to be filed into departmental archives.

Lift Information

1. Lift Registration **L6-237350/19**, manufacturer: Otis . CHW Lift No. 1
2. Lift Registration , **L6-237351/19** manufacturer: Otis. CHW Lift No. 2
3. Lift Registration No. , **L6-237352/19** manufacturer: Otis . CHW Lift No. 3
4. Lift Registration No. , **L6-237353/19** manufacturer: Otis . CHW Lift No. 4
5. Lift Registration. **PILIF8013671/23**, manufacturer: Otis . CHW Lift . 5
6. De-registered
7. Lift Registration No. 7453L6/O, manufacturer: Boral. CHW Lift No. 7
8. Lift Registration No. 7453L 8 O, manufacturer: Boral. CHW Lift No. 8
9. Lift Registration 7453L8 9 0, manufacturer: Boral. CHW Lift No. 9
10. Lift Registration 7453L13/0, manufacturer: Boral. CHW Lift No. 10
11. Lift Registration **PILIF8013670/23**, manufacturer:Otis. CHW Lift No. 11
12. Lift Registration **L6-157314/12**manufacturer:Otis . CHW Lift No. 12
13. Lift Registration L6-123219/09/0, manufacturer: Otis. CHW Lift No. 13.
14. Lift Registration, **L6-237354/19** manufacturer: Otis . CHW Med Centre Lift No. 14
15. Lift Registration **L6-237355/19**manufacturer: Otis . CHW Med Centre Lift No. 15
16. **Lift Registration L6-237356/19 CHW Visitors Carpark Manufacture Schindler Lift**
17. Lift Registration **PILIF8015632/23** ___ **Manufacture Otis CHW Helipad Lift 17**
18. Lift Registration No. 11292L1/O, manufacturer: Schindler. Bear Cottage

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