 Department of Education and Early Childhood Development	Procedure No. DEE EHU-15-1-3
	Authorised By: Manager EHU
Title: Electrical Equipment Procedure	
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1. Purpose:

The purpose of this procedure is to ensure that the risk of property damage and personal injury from working with electrical equipment is identified, assessed and controlled within Department of Education and Early Childhood Development (DEECD).

2. Scope:

This procedure applies to all electrical equipment used at DEECD workplaces including schools and central and regional offices.

3. References

- *Occupational Health and Safety Act 2004*
- *Occupational Health and Safety Regulations 2007*
- *AS / NZS 3760:2010 – In-Service Safety Inspection and Testing of Electrical Equipment*

4. Definitions:


Competent Person:	A person who has acquired through training, qualification or experience, or a combination of both the knowledge and skills required to safely carry out a task.
Deputy Health and Safety Representative:	An elected employee responsible for representing employees within a Designated Work Group (DWG) on matters relating to Occupational Health and Safety (OHS) in the absence of the HSR.
Electrical Equipment:	Any item within the workplace that either is or has the ability to be connected to a source of electricity such as mains power, battery power or generated power i.e. solar, fuel generated.
Health and Safety Representative (HSR):	An elected employee responsible for representing employees within a DWG on matters relating to OHS.
Management OHS Nominee:	A position nominated by the Workplace Manager to oversee the operational aspects of implementing health, safety and wellbeing initiatives, policies and procedures.
Workplace Manager:	The Manager or Principal responsible for the school, central office, regional office or other DEECD workplace.

5. Responsibility:

The **Workplace Manager and/or Management OHS Nominee** is responsible for:

- Ensuring all electrical equipment is identified and regularly inspected and tested in accordance with the recommendations of *AS/NZS 3760:2003 In-Service Safety Inspection and Testing of Electrical Equipment*;
- Ensuring that maintenance work of electrical equipment is conducted in accordance with this procedure;
- Ensuring any equipment purchased or manufactured is designed and assembled in accordance with the requirements of *AS/NZS 3760:2003*;
- The provision of suitable resources and training for competent personnel for electrical inspection and testing of equipment; and
- Ensuring records are maintained of electrical equipment testing and inspections.

Employees are responsible for:

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- Notifying their Workplace Manager or Management OHS Nominee of any hazards identified in relation to the use of electrical equipment; and
- Participating in routine visual checks of the electrical equipment.

6. Procedure:

6.1 Identify Electrical Equipment

The **Workplace Manager and/or Management OHS Nominee** is to make sure that all items of electrical equipment are identified within the workplace in consultation with the HSR and employees. The **Workplace Manager and/or Management OHS Nominee** is to then make sure that all electrical equipment is recorded on the *Electrical Equipment Register*. If the identification and servicing of electrical equipment is undertaken by an external contractor, the **Workplace Manager and/or Management OHS Nominee** is responsible for verifying the completeness of the *Electrical Equipment Register* (or contractor's equivalent documentation).

Electrical equipment may be identified as a result of:

- Reviewing *OHS Risk Register*;
- A review of all areas within the workplace (e.g. workshops, offices, maintenance sheds, classrooms, etc);
- An incident, injury or hazard being reported in the workplace; and
- The introduction of new plant or equipment.

If an employee identifies an electrical equipment item as being unsafe, it is to be reported on *eduSafe* as per the requirements of *Hazard and Incident Reporting Procedure* and tagged out of service (see section 6.4 below).

6.2 Electrical Equipment Risk Assessment

The **Workplace Manager and/or Management OHS Nominee** must then determine the electrical equipment testing frequency (in accordance with AS/NZS 3760:2003). This is to be recorded on the *Electrical Equipment Register*. Some examples of common items of electrical equipment and testing frequencies are:


- Power tools – annual
- Portable electrical equipment - annual
- Kitchen equipment - annual
- Printers – 5 yearly
- Monitors – 5 yearly
- Photocopiers – 5 yearly

The **Workplace Manager and/or Management OHS Nominee** may request advice from the DEECD Regional OHS/WorkSafe Advisors or the OHS Advisory Service on **1300 074 715** for further information if required.

6.3 Electrical Equipment Risk Control

Electrical equipment appearing on the *Electrical Equipment Register* is to be regularly inspected and tested in accordance with AS/NZS 3760:2003. The **Workplace Manager and/or Management OHS Nominee** must ensure testing and tagging is completed by a **competent person/s**.

The **Workplace Manager and/or Management OHS Nominee** must ensure the outcome of

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regular testing requirements is documented on the *Electrical Equipment Register*. If the identification and servicing of electrical equipment is undertaken by an external contractor, the **Workplace Manager and/or Management OHS Nominee** is responsible for making sure that a copy of the contractor's equivalent of the *Electrical Equipment Register* is maintained on site.

Where defects are identified either as a result of the routine testing or as a result of an identified hazard, hazard controls are to be applied as per *OHS Risk Management Procedure*.

6.4 Isolation and Tag Out of Electrical Equipment

In the event that electrical equipment is identified as unsafe, the **Workplace Manager and/or Management OHS Nominee** must ensure the item is isolated and removed from service as per the *Isolation and Tag Out Procedure*.

The **Workplace Manager and/or Management OHS Nominee** must make sure that only a **competent person** is permitted to repair the electrical equipment and remove the "Out of Service" tags. If the **competent person** is not a DEECD employee then that person should be managed as per the requirements outlined in the *Contractor Management Procedure*.

6.5 Maintaining Records

It is the responsibility of the **Workplace Manager and/or Management OHS Nominee** to maintain records of all inspections and testing on the *Electrical Equipment Register*.

A record must be kept of dates, times and names of employees/contractors isolating and tagging items of plant and equipment in the Isolation and *Tag Out Register*.

7. Related Documentation:

Contractor Management Procedure

Electrical Equipment Register

Hazard and Incident Reporting Procedure

OHS Risk Management Procedure

OHS Risk Register

Tag Out Register

8. Version Control

Version	Section Amended	Amendment	Date Created	Author
2	6.4 & 6.5	Updated procedure to include the requirements of the Isolation and Tag Out Procedure.	February 2010	EHU
3	All	Two yearly review as per OHS requirements. Minor wording changes.	April 2010	EHU