

ELECTRICAL TESTING & TAGGING POLICY

BACKGROUND

To comply with WorkSafe's requirement, Cavendish PS will conduct electrical testing and tagging of portable electrical equipment. Unless Cavendish PS is able to demonstrate that they have commenced a process of managing compliance (e.g. trained someone as a competent person) they will hire a trained professional.

Compliance with Standard, AS/NZS 3760:2001.

The Standard specifies procedures for the safety inspection and testing of electrical equipment. This applies to:

1. Portable hand held and stationary appliances, designed for connection to the low voltage (240v) supply by a flexible cord (including the cord). This includes for example, portable power tools, machine tools that are not hard wired, glue guns, kitchen appliances such as fridges, microwaves, ovens, grills, etc. This also includes items brought for use into the school by staff (toasters, irons, fan heaters, fans and CD players etc.) and visitors (including contractors, volunteers and persons hiring the school premises).
2. Extension leads and power boards.
3. Residual Current Devices (RCDs), commonly known as safety switches, of all types. An RCD is a mechanical switch device designed to make, carry or break currents under normal service conditions. It stops the residual current when it rises too high.

IMPLEMENTATION:

- Each year all electrical items in the school will be subject to testing by an electrician and/or a competent person. This shall occur in Term 1.
- Items identified as old, disused or seldom used, obviously unserviceable, will be disposed of following decisions taken at testing (or earlier if identified as such).
- RCD's (safety switches) – must be tested by a qualified electrician. The frequency of testing depends on the type and will be determined by the electrician.
- As new equipment is bought, ensuring that it has been tested prior to purchase. If it has not been tested then the school will add it to the assets register for testing next time.

NOTE:

1. The AUSTRALIAN/NEW ZEALAND STANDARD - In-Service Safety Inspection and Testing of Electrical Equipment - AS/NZS 3760:2001 is now available online.

The link to the Standard is on the PRMS21 Homepage <http://prms21.eduweb.vic.gov.au/>

2. Further guidance is available in information sheets 64 and 64a available for download on the Electrical Safety page on:

<http://www.eduweb.vic.gov.au/hrweb/ohs/worken/electrical.htm> or from Noel Arnold and Associates on 9890 8811.

* The standard does not require the employment of an electrician to test all electrical equipment. WorkSafe considers that portable electrical items, apart from safety switches [also called Residual Current Devices (RCDs)], can be tested by a **competent person**. Given that the testing of RCDs requires considerable electrical knowledge. A qualified electrician must carry out this procedure.

A **competent person** is one who 'the person in charge of the premises ensures has acquired through training, qualification, experience or a combination of these, the knowledge and skill enabling that person to perform the task required correctly.' Consequently, this person can be a qualified electrician, or a person trained specifically for the task of electrical safety testing.

Testing and Tagging of Electrical Equipment Procedure

Purpose

The purpose of this procedure is to outline the requirements for testing and tagging of electrical equipment in Department of Education and Training (the Department) workplaces; to reduce the risk of personal injury and property damage.

Scope

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

Procedure

Electricity has been identified by the Department as a mandated hazard requiring management in all Victorian Government Schools. It must be included in the *OHS Risk Register* of each workplace.

Testing and Tagging of Electrical Equipment

The **Workplace Manager** and/or **Management OHS Nominee** are to arrange for items of electrical equipment to be tested and tagged by a competent person. A competent person is either a licensed electrician or an individual who has completed UEENEPP026A – Conduct in-service safety testing of electrical cord connected equipment and cord assemblies.

Identified electrical equipment should be recorded on the *Electrical Equipment Register* or equivalent, provided the equivalent includes the following requirements:

- Equipment name
- Location

- Test Date
- Next Test Date
- Pass / Fail
- Tag Number

Electrical Equipment should be tested as per the *Testing and Tagging of Electrical Equipment Frequency Guide*.

The tag should be durable, legible, non-reusable and non-metallic. The following information should be included on the tag:

- Name of competent employee or supplier who performed the test
- Test date
- Re-test date

Testing of Newly Purchased Electrical Equipment

When the equipment is new, the supplier is deemed responsible for the initial electrical safety of the equipment. New equipment need not be tested but should be examined by the **Workplace Manager** and/or **Management OHS Nominee** for obvious damage and be issued with a 'New to Service' tag. Where deemed in good condition, the equipment should be tested as per the frequencies prescribed in the *Testing and Tagging of Electrical Equipment Frequency Guide*.

The following information should be included on the tag:

- Wording "new to service"
- Pass / Fail
- Date of entry to service
- Date when next test is due

Testing of electrical equipment brought onto the Department workplace

Employees are to obtain approval from their **Workplace Manager** if they wish to bring items of electrical equipment into the workplace (e.g. from home). Prior to use, the **Workplace Manager** and/or **Management OHS Nominee** are to arrange for the electrical item to be tested and tagged. The results of the test should be recorded on the *Electrical Equipment Register* or equivalent.

Testing of hire and loan equipment

The Supplier has the responsibility of ensuring that electrical equipment is safe. The **Workplace Manager** and/or **Management OHS Nominee** then assumes the responsibility for the electrical equipment hired, and must ensure that the equipment testing and tagging remains current.

Testing of flexible cords used as installation wiring

Where a flexible cord (e.g. power cord) is fixed or supported (e.g. by a chain) and cannot be readily removed and not subject to wear and tear, it can be considered part of the installation wiring and will not

require testing and tagging. The **Workplace Manager** should arrange for a visual inspection of the flexible cord to be conducted quarterly and documented in the relevant *Workplace Inspection Checklist*.

Double adapter and power board

Double adapters are not to be used in any Department workplace.

The **Workplace Manager** and/or **Management OHS Nominee** should source power boards where additional electrical outlets are required. Power boards obtained must comply with Standards Australia, AS/NZS 3105, and be tested in accordance with the *Testing and Tagging of Electrical Equipment Frequency Guide*.

Extension leads

Where extension leads are used, the **Workplace Manager** and/or **Management OHS Nominee** must ensure that they comply with Standards Australia, AS/NZS 3199 and tested in accordance with the *Testing and Tagging of Electrical Equipment Frequency Guide*.

An extension lead should:

- have plugs with three metal cores (pins)
 - be placed carefully around furniture to avoid being pinched
 - preferably be secured e.g. taped to the floor or along wall edges
 - not be placed near heaters
 - not connected in a piggy back manner
 - not placed under carpet or rugs to avoid over heating
 - selected for the intended purpose (e.g. heavy duty lead is used for outdoor / garden works).
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Faulty or damaged electrical equipment

The **Workplace Manager** and/or **Management OHS Nominee** are to ensure items of electrical equipment that failed the electrical test and /or are deemed unsafe are isolated and tagged out as per the *Isolation and Tag Out Procedure*.

Disposal of electrical equipment

The **Workplace Manager** and/or **Management OHS Nominee** are to ensure that electrical equipment identified for disposal has been identified for any potential hazards e.g. asbestos. Where a hazard has been identified advice should be sought from the OHS Advisory Service on ph: 1300 074 715 or email: safety@edumail.vic.gov.au.

Electrical equipment should be disposed of in the landfill waste bin.

Defined terms

Terms defined within this Procedure can be located on the Department's [Defined Health, Safety Terms](#) website. Defined roles will appear **in bold**.

References

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

Energy Safe Victoria – Switches, leads and PowerPoints.

Energy Safe Victoria – Buying safe electrical appliances

WorkSafe Victoria – Identifying faulty portable electrical tools and equipment

AS/NZS 3760:2010 In-service safety inspection and testing of electrical equipment

AS/ NZS 3000:2018 Wiring Rules (Incorporating Amendment No. 1)

Related documentation

Electrical Equipment Register

Isolation and Tag Out Procedure

OHS Risk Register

Testing and Tagging of Electrical Equipment Frequency Guide

Workplace Inspection Checklist

Further assistance

Further information, advice or assistance on any matters related to electrical safety is available by contacting the OHS Advisory Service on ph. 1300 074 715 or email safety@edumail.vic.gov.au.

This policy was last ratified by School Council in....	June 2020
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Cavendish Primary School is committed to Child Safety – We have a zero tolerance for child abuse.