



# ELECTRICAL SAFETY POLICY

## Rationale

St. Patrick's Primary School believes that electrical safety is an important part of the Work, Health and Safety Policy and procedures. Guidelines for electrical safety will be strictly adhered to by all staff, students and visitors.

## Scriptural Context

*"You have been told what the Lord requires at you, only to do right and to love goodness and to walk humbly with your God."*

*Micah 6:8*

## Aims

It is important that potential hazards are identified and action is taken to ensure that no one is at risk while using electrical equipment. To ensure this happens the following issues will be discussed regularly at staff meetings;

- Discuss electrical safety issues
- Encourage staff to report electrical safety problems
- Regularly inspect and maintain electrical equipment to identify safety problems
- Fix identified electrical safety problems

## Guidelines

### Who will carry out electrical repairs?

All repairs to electrical equipment will be performed by a qualified, licensed electrician.

### Information

Australia/New Zealand Standard AS/NZ 3760 1996 sets down minimum inspection periods for the inspection and tagging of electrical equipment. WorkCover publication *Electrical Equipment Risk Assessment – 2006* provides for the management of electrical equipment by means of a *Risk Assessment* based on the operating conditions i.e. *hostile and non-hostile environments*.

### What is a hostile operating environment?

A hostile operating environment means an operating environment at a place of work where the electrical equipment or flexible supply cord is, in its normal use, subject to operating conditions that are likely to result in damage to the equipment and for example, includes an operating environment that may cause mechanical damage to the item of equipment or expose the equipment to moisture, heat, vibration, corrosive substances or dust.

Electrical equipment that is being used in a hostile operating environment must be regularly inspected and tested in accordance with the provisions of Australian Standard AS/NZS 3760

### **What is a non – hostile operating environment?**

A non-hostile operating environment refers to a workplace where electrical equipment is used in a working environment that is dry, clean, well organised and free of operating conditions that are likely to result in damage to the item of electrical equipment or flexible supply cord. For example, an office, retail shop, telecentre, classrooms, etc.

Electrical equipment commonly used in these types of low risk operating environments include computers, photocopiers, power boards, stationary or fixed electrical equipment and similar electrical appliances.

### **Implementation**

#### **Who will carry our risk assessments?**

The electrical equipment risk assessment should in most situations be relatively straightforward and can be carried out by a trained staff member.

However, other workplace electrical equipment risk assessments may require a higher level of expertise and interpretation of results and therefore, should be carried out by appropriately qualified or experienced personnel who are able to recognise electrical hazards or potentially unsafe conditions e.g. an electrician, electrical contractor or specialist testing provider.

#### **Completing the risk assessment**

When completing the risk assessment the following should be identified as factors contributing to the risk;

- The work premises and working environment, including their layout and condition
- The capability, skill, experience and age of people undertaking the work
- The systems of work being used
- The range of reasonably foreseeable conditions

#### **How to manage the safety of electrical equipment**

A range of control measures may be implemented to manage the safe operation of electrical equipment used in the workplace, including;

- Private electrical equipment is to be tagged and tested to be used on school premises
- Routine visual checks by the equipment user
- Formal visual inspections of all school electrical equipment
- Maintenance
- Repair – by a qualified, licensed electrician
- Replacement
- Use of fixed or portable residual current devices (RCDs) more commonly known as safety switches
- Training and instructing employees in the safe use of the electrical equipment
- And, if determined as an outcome of a risk assessment, inspection and testing of identified electrical equipment

### **Inspections and Testing and Tagging**

- The purpose of inspection and/or testing and tagging is to detect any adverse condition that could make equipment unsafe, for example: frayed cords or exposed live parts. Examples of equipment to which this applies include: all types of electrical power tools, electrical kettles, microwave ovens, vacuum cleaners, tape recorders, televisions, computers, extension leads, power boards etc.
- Annual inspection and/or testing of electrical equipment will occur. It should be noted that not all equipment requires the same frequency of testing. Equipment needing testing will be determined via a risk management process or may be guided by advice from the electrical contractor performing the testing. The frequency of testing for any item may depend on a number of factors, such as the risk level identified by the risk management process, the type of insulation used on the equipment and the area of the school where it is used.
- New items conforming to the relevant Australian standards do not need to be tagged and tested before use but once put into service will become part of the ongoing testing and tagging process.

### **Monitoring and review**

When the risk assessment is completed a decision will be made on the need for review. The risk assessment may need to be re-evaluated if;

- There is evidence the risk assessment is no longer valid
- Or an injury results from exposure to an electrical hazard to which the risk assessment relates
- Or a significant change occurs in the working environment, location or use of the electrical equipment to which the risk assessment relates

### **Electrical Register**

Workplaces are required to maintain records of all inspections, tests and maintenance carried out on electrical equipment that operates in or is affected by a hostile operating environment.

In particular the following information must be recorded in the Electrical Register;

- The name of the people who carried out the inspection, test or maintenance
- The date or dates the inspection, tests or maintenance was carried out
- The result or outcome of the inspections, tests or maintenance
- The date when the next inspection and test must be carried out

WorkCover recommends that for electrical equipment being used in a non-hostile operating environment a documented risk assessment be undertaken. Documented risk assessments should also be undertaken if there is a change in equipment use/location or if an electrical incident occurs at the workplace involving electrical equipment to which the risk assessment relates (see *Appendix A- Electrical Equipment Risk Assessment and Inspection Record* attached to this policy).

Any such record of a risk assessment should be retained for a period of 12 months.

### **Personal Safety**

Should anybody on site receive an electric shock from a device of 50 volts or more, they MUST seek medical attention and must not drive themselves to seek this medical attention.

### **Reflective Materials**

- Occupational Health and Safety Amendment (Electrical Equipment) Regulation 2006, WorkCover Authority, NSW
- Work, Health and Safety Policy, St Patrick's School, Macksville, 2016
- CSO Tag and Testing Standard Operating Procedure, 2016

This policy was last ratified by St. Patrick's Advisory Council in...  
Reviewed in ...

September 2010  
June 2012  
December 2017  
March 2022

# ELECTRICAL EQUIPMENT RISK ASSESSMENT AND INSPECTION RECORD

Appendix A

Fill the details in each column for plug-in type electrical equipment used in the workplace. Identify the operating environment of your equipment. Equipment that has been assessed, as being used in a hostile operating environment MUST be inspected and tested in accordance with AS/NZS 3760 and the test results recorded. Equipment that has been assessed, as being used in a non-hostile operating environment does not require inspection and testing but must in accordance with the requirements of the WHS Regulation 2011 be maintained in a safe operating condition. You should review this risk assessment and inspection record if there is a change in equipment use/location or if an electrical incident occurs.

## Electrical Equipment Test & Tag Log

**School Name:** St Patrick's Primary School

**Location:** Administration

Equipment Description	Make	Model No (if applicable)	Test Date	Next Due	Pass / Fail	Comments	Cert / Lic	Completed by
Microwave								
Microwave								
Fridge								
Fridge								
Freezer								
Toaster								
Sandwich Press								
Television								

Television								
Hot water system								
Hot water system								
Dishwasher								
Dishwasher								
Coffee Machine								
Laptop								
Cisco Device								
Photocopier								
Lap top								
Laminator								
Power Board								
Lap top								
Photocopier								
Powerboard								
Battery Charger								
Battery Charger								
Dyson V6 cleaner								
Digital scales								

Shredder								
Printer Laser jet								
Principal Printer								
A P Printer								
JVC 3 in one player								
PA system								
PA ARM-911A								
Power board								
Microphone								
Monitor								
EFPOS Machine								
Automatic Door Front								

**NOTE:** Damaged or faulty equipment must be taken out of service and repaired by a competent person or replaced.