

Procedure: Electrical Safety

1. Purpose

Provide guidance on the safe use of electrical equipment.

2. Actions Required

- Conduct assessments on electrical items
- Testing and tagging of electrical items
- Lock out of faulty equipment.

3. Definitions

COMPETENT PERSON - A person, who holds an appropriate qualification to tag and test electrical equipment in accordance with the Australian Standard.

DO NOT OPERATE (Tag) - A signed label that is placed on a piece of equipment, identifying equipment that is not to be operated.

ENERGY ISOLATION DEVICE - An energy isolation device is a device which prevents the transmission or release of energy.

ENERGY SOURCE - Any source of energy whether electrical, mechanical, hydraulic, chemical or other, which could cause injury by inadvertent or other release.

EQUIPMENT - All machinery, equipment, appliances, implements and tools, along with their components and accessories which are capable of being activated by energy sources, including electrical, mechanical, hydraulic, pneumatic and chemical sources.

GSCC- Greater Shepparton City Council

GSCC RO - GSCC Responsible Officer, a Greater Shepparton City Council employee, who in their area of responsibility has a managerial or supervisory role over employees, contractors or volunteers.

OUT OF SERVICE (Tag) - A signed label that is placed on a piece of equipment that identifies that equipment is not to be operated and requires maintenance or servicing.

PPE – Personal Protective Equipment

RESIDUAL CURRENT DEVICE (RCD)-A mechanical switching device designed to make, carry or break currents under normal service conditions and to cause the opening of the contacts when the residual current attains a given value under specified conditions.

WORKERS - Employees, Contractors, Volunteers and any person performing duties

4. Responsibility and Authority

Directors

- Ensure adequate consultation with employees regarding health and safety issues.
- Delegate appropriate OHS responsibilities and accountabilities to all levels of management.

Managers/Supervisors/Contractors

- Ensure that a test and tag program is in place on electrical appliances
- Inform, instruct and train all workers in the safe use of electrical equipment.
- Develop SWMS and Work Instructions on the safe use of electrical items
- Ensure that volunteers, work experience students, and employees are placed with responsible personnel, directed to work within their capabilities and supplied with all relevant information, instruction and training.

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- Ensure proper selection, issue, use and maintenance of PPE
- Adhere to all requirements with regard to WorkSafe Notifiable incidents and Dangerous Occurrences
- Ensure all plant, machinery and equipment is put on an appropriate maintenance schedule
- Ensure items of equipment are properly de-energised, locked out and or tagged when the equipment is deemed unsafe for operation or requires maintenance.

Building Maintenance Officer / Relevant Managers

The Building Maintenance Officer shall ensure that test and tag program is in place within:

- Welsford st offices
- DRC complex offices.

Workers

- Inform Managers/Supervisors if equipment is unsafe or requires maintenance
- Use safety devices and electrical equipment appropriately
- Not interfere, remove or displace any safety guards, “Do Not Operate” warning tags, safety devices or protective equipment unless it is part of an approved maintenance or repair procedure
- Ensure that they do not endanger any other person through any act or omission at work.

5. Procedure

All workers planning or conducting work are required to identify, assess and control a potential electrical risk situation.

GSCC RO's are responsible for:

- Identifying all possible electrical hazards
- Ensuring a program of testing and tagging of electrical equipment is implemented
- Use of appropriately qualified persons for any electrical work.

Electrical Items

Inspection and Testing

The Building Maintenance Officer/Manager/RO must ensure the frequency of inspections meet the following requirements:

- Office environment minimum 24 – 60 month cycle
- Workshop or kitchen/lunch room environment 12 monthly testing and tagging is required
- New equipment (private or GSCC owned) is to be tested and tagged on the next cycle of testing
- Second hand Items privately bought onto any work site MUST be tested and tagged prior to use (at owners expense)
- If the workplace is a construction site, then the Industry Standard for Electrical Installations on Construction Sites must apply. All portable electrical equipment and flexible electrical cords, must be tested in accordance with AS/NZS 3760 prior to its first use, and every 3 calendar months thereafter, while being used on the site
- Electrical commercial cleaning equipment used:
 - Class I equipment (protectively earthed) tested every 6 months
 - Class II equipment (double insulated) tested every 12 months.

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Use of Private appliances

- For new equipment (privately owned) the manufacturer is deemed to be responsible for the initial electrical safety of the appliance. Employees bringing an appliance onto any Council facility are responsible for ensuring the item is tested and tagged on the next cycle of testing (contact Building Maintenance).
- Electrical items must be Australian standard (Usually marked on item).
- Secondhand portable or moveable electrical equipment must be tested and tagged prior to use within Council facilities.

Hired Items

Any hired equipment must have an appropriate Test and Tag certificate or label prior to use.

Testing and Tagging

Testing and tagging is to be conducted by a qualified electrician or a person who holds an appropriate qualification.

Action Resulting From Inspection and Testing Non Compliant Equipment (fails test and tag)

Identified faulty equipment must be made safe by one or all of the following:

- Have a “tag out” label attached warning against further use
- Have the plug cut off if safe to do so
- Withdrawn from service immediately
- Sent for repair to an authorised repair agent or service person
- Disposed off.

Documentation

The Building Maintenance Officer/Managers/RO shall keep a Test & Tag Register on site or ensure items are individually tagged with the following information:

- Identification information
- The name of the tester
- Status of the test item
- The date of the test
- The date of the next test.

Use of “Tag Out” Tags

Do Not Operate tags must be used if:

- Maintenance work is being conducted
- The piece of equipment is damaged or faulty
- A hazard has been identified

The responsible GSCC RO must place a “Do Not Operate tag” on faulty equipment and ensure:

- The tag is placed in a visible location, usually at the control panel of the equipment
- The effectiveness of the lock out / tag out process by attempting to “turn on” the plant item
- The tag is in place until the equipment has been repaired or is operating properly again
- The tag is removed by GSCC RO who installed it.

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Electrical Works

All electrical works must be carried out by a suitably qualified and licenced worker. Where an item of equipment operates by an electrical circuit, the power supply must be isolated from the machine or process to eliminate the potential for electrocution.

6. References

- Occupational Health and Safety Act 2004
- Australian Standard AS/NZS 3760:2001 – In Service Safety inspection and testing of electrical equipment.

7. Related Procedures and Documents

- M11/1422: Workplace safety hazard identification checklist comprehensive

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