

Electrical Safety PROCEDURE

Aim of this Procedure

To outline the safety requirements in regards to electrical equipment at Resurrection Catholic Primary School.

Responsibilities

Resurrection Catholic Primary School leadership team is responsible for:

- ensuring that all electrical hazards are identified and appropriate risk controls implemented
- ensuring all electrical equipment on the school premises is tested and tagged appropriately
- conducting regular workplace inspections to identify electrical hazards.

Employees and Health and Safety Representatives (HSR's) are responsible for:

- reporting any hazards associated with electrical equipment
- conforming to this procedure.

Procedure

School Leaders will ensure all electrical hazards within Resurrection Catholic Primary School are identified and suitably controlled; this will be carried out via regular [workplace inspections](#), [risk assessments](#) and maintenance regimes.

Testing and Tagging

Regular testing and tagging will be carried out on all electrical equipment, and will be scheduled in by school leaders as per the frequency below. Testing and tagging will be carried out by a competent person, who is either a licensed electrician or an individual that has completed [UEENEEP026A – Conduct in-service safety testing of electrical cord connected equipment and cord assemblies](#).

Frequency of testing and tagging will be in line with AS 3760:2010 – In-service safety inspection and testing of electrical equipment, which outlines the following regarding frequency:

- 6 months for any commercial cleaning equipment.
- 12 months in an environment where the equipment or supply flexible cord is subject to flexing in normal use OR is open to abuse OR is in a hostile environment.
- 5 years in an environment where the equipment or supply cord is NOT subject to flexing in normal use and is NOT open to abuse and is NOT in a hostile environment.

Residual Current Devices (RCD) more commonly known as safety switches are to have a push button test once every 6 months, and be tested and tagged by a qualified electrician every 2 years as per the Australian Standard.

Any personal electrical equipment brought into a school must be tested and tagged prior to its use, unless less than 12 months old and in this case should have a [New to Service](#) tag affixed.

Double Adaptors and Power Boards

Due to the risk associated with their use, double adapters are not permitted within Resurrection Catholic Primary School under any circumstances. Where it has been identified that existing power points are insufficient, Resurrection Catholic Primary School will investigate whether additional power points can be installed or power boards used.

When a power board is used it must have a residual current device (RCD / safety switch) built in, and where possible be used only as a short-term control until additional power points can be installed. Staff must never 'piggy back' or 'daisy chain' power boards, as this will lead to overloading.

New Equipment

Any new equipment purchased must be approved according to the relevant electrical safety standard before it can be sold, and thus does not need to be tested and tagged until the next round of testing.

So that it can be identified as a new piece of equipment that is safe for use, a "[New to Service](#)" tag needs to be affixed. The New to Service tag needs to be completed with the name of the person affixing the tag, date the equipment was introduced to service and date its first test is due.

Permission from a member of the school leadership team is required prior to bringing in personal electrical equipment into the school. Examples of personal equipment include portable heaters, toasters, kettles, mini fridges, microwaves, charging equipment etc.

Faulty or Damaged Equipment

When electrical equipment is faulty or damaged it must be removed from use, have the end of the cord cut off (if being disposed), have an "[Out of Service](#)" tag placed onto the equipment with details of actions to be taken and arrangements made for its repair or disposal (if repaired, arrange for testing and tagging prior to use).

If equipment is to be repaired, it should only be repaired by a licensed electrician, the equipment manufacturer or an authorised agent.

Workplace Inspections

School leadership will ensure that risks associated with the use and storage of electrical equipment are minimised by ensuring regular [workplace inspections](#) are carried out.

Authorised by: Mrs Jessica Davis
(Acting Principal)

Signature:



Policy ratified: 24th July 2023

Next review: 24th July 2024

Relevant Legislation and Guidance

[Occupational Health and Safety Act 2004](#)

[Electrical Equipment Register \(sample\)](#)

[Workplace Inspections](#)

[Electrical Safety](#) – CECV website