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Unit: Safety and Wellness

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1.0 SCOPE AND PURPOSE

Central Highlands Regional Council is committed to the health and safety of all workers in the workplace. In-service testing is a necessary part of any safety program to help ensure the safety of persons using electrical equipment in the workplace. The purpose of this procedure is to provide a guideline for testing and tagging electrical equipment in the workplace (including RCD's). This procedure applies to all employees and workers who carry out activities in any capacity for council.

2.0 DOCUMENT REFERENCES

Work Health and Safety Act 2011 (Qld)

Electrical Safety Act 2002 (Qld)

Electrical Safety Regulation 2013 (Qld)

Electrical safety code of practice 2021 – Managing electrical risks in the workplace (Qld)

AS/NZS 3000:2018 Electrical installations "Wiring Rules"

AS/NZS 3012:2019 Electrical installations – construction & demolition sites

AS/NZS 3105:2014 Approval and test specification—Electrical portable outlet devices

AS/NZS 3760:2022 In-Service safety inspection and testing of electrical equipment and RCD's

AS/NZS 5761:2011 In-service safety inspection and testing—Second-hand electrical equipment prior to sale

AS/NZS 5762:2011 In service safety inspection and testing—Repaired electrical equipment

3.0 DEFINITIONS

Council refers to Central Highlands Regional Council.

Competent Person means a person who has acquired, through training, qualifications, experience or a combination of these, the knowledge and skill enabling the person to inspect and test electrical equipment. Only a person appointed as competent by their employer can test and tag electrical equipment.

Construction wiring means a system of wiring that is installed to provide electrical supply for construction and demolition work and is not intended to form part of the permanent electrical installation.

Cord(s) include but are not limited to the following:

- a) **Cord set** means an assembly of a plug intended for connection to a mains socket-outlet, a sheathed flexible cord and an appliance connector.
- b) **Cord extension set** means an assembly of a plug intended for connection to a mains socket-outlet, a sheathed flexible cord and a cord extension socket.
- c) A flexible cable, no wire of which exceeds 0.31 mm diameter and no conductor of which exceeds 4 mm² cross-sectional area and having not more than five cores.

Supply cord means a flexible cable or flexible cord, for supply purposes, which has one end connected to a plug with pins designed to engage with a socket-outlet, and the other end connected to terminals within the equipment.

Depot and Sewer & Water Treatment Plant (WTP & WWTP) areas references the fenced perimeter of the councils depot or sewer & water treatment plant and the whole area is classified as a manufacturing environment

Electrical Equipment means, as defined in AS/NZS 3760:2022

- a) Low voltage single phase and polyphase electrical equipment, connected to the electrical supply by a flexible cord or connecting device, including:
 - I. *Portable inverters that generate or produce low voltage.*
 - II. *Portable equipment, hand-held equipment and stationary equipment, designed for connection to the low voltage supply by a supply cord, an appliance inlet or pins for insertion into a socket-outlet;*
 - III. Cord sets, cord extension sets and outlet devices (also known as electrical portable outlet devices (EPODs), or power boards);
 - IV. Flexible cords connected to fixed equipment in hostile environments;

- V. Portable power supplies (includes power adaptor/plug-pack, both of the safety isolating transformer and switch-mode type);
 - VI. Battery chargers including those for commercial or industrial use;
 - VII. Portable and transportable heavy duty tools such as high pressure washers and concrete grinders.
- b) RCDs connected to wiring that form part of the electrical installation, that supply electricity for the above.

Electrical Portable Outlet Device (EPOD) means a device, other than a cord set, or cord extension set having a single means of connection to a low voltage supply, and one or more outlet facilities that may incorporate a reeling or coiling arrangement; primarily intended for household and similar use at low voltage and having an outlet facility or facilities in the form of socket outlets or cord extension sockets or connectors.

Environment Types and/or equipment (AS/NZS 3760:2022)

- a) Factories, Workshops, places of manufacture, assembly, maintenance, or fabrication
- b) 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**
- c) 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**
- d) Residential type areas of hotels, residential institutions, motels, boarding houses, halls, hostels accommodation houses, and the like
- e) Equipment used for commercial cleaning
- f) Hire equipment: Inspection
- g) Repaired, serviced and second-hand equipment

Fixed equipment or **stationary equipment** means electrical equipment connected by flexible cable or flexible cord (referred to as equipment wiring in AS/NZS 3000); which can be further classified:

- a) **Fixed equipment** means equipment, which is fastened to a support, secured in position or otherwise, due to its size and mass, located in a specific location.
- b) **Stationary equipment** means equipment having a mass exceeding 18 kg.

Hand-held equipment means portable equipment intended to be held in the hand during normal use, the motor, if any, forming an integral part of the appliance.

Hostile environment means an environment in which the equipment or appliance is normally subject to events or operating conditions likely to result in damage to the equipment or a reduction in its expected life span. This includes, but is not limited to mechanical damage, exposure to moisture, heat, vibration, corrosive chemicals, and dust.

Insulation system

- (i) **Basic (Single) Insulation** means the insulation applied to live parts, to provide basic protection against electric shock. The equipment includes an additional level of protection, in that conductive accessible parts are connected to the protective earthing conductor in the fixed wiring of the installation in such a way that those accessible parts cannot become live in the event of a failure of the basic insulation.
- (ii) **Supplementary Insulation** means an independent insulation applied in addition to basic insulation in order to ensure protection against electric shock in the event of a failure of the basic insulation.
- (iii) **Double Insulation** means insulation comprising both basic insulation and supplementary insulation. This equipment is generally manufactured with a non-conductive (insulated) enclosure and is marked either with the words 'DOUBLE INSULATED' or with the symbol □ to allow easy identification.

Portable equipment means equipment which is moved while in operation, or an appliance which can be easily moved from one place to another while connected to the supply.

Portable equipment which can be 'usually moved' in the office or service environment will also be tested. This is equipment that can be moved out of office or service environments (for example the laptop equipment. (monitors, power boards cords etc.) Usually moved portable equipment does not include toasters, refrigerators etc. because while they can be moved it is very unlikely that they will be taken home or to a depot type environment.

Responsible person means the PCBU or the designated person in control of electrical equipment.

Safety Switch, also known as a residual current device (RCD), means a mechanical switching device designed to make, carry and 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. The safety switch may be fixed or portable, and are classified according to their rated residual current:

- a) **Type 1 Safety Switch** means an RCD, whether or not portable, with a rated residual current of not more than 10 mA.
- b) **Type 2 Safety Switch** means an RCD, whether or not portable, with a rated residual current of more than 10 mA but not more than 30 mA

Specified Electrical Equipment means —

- (1) for the performance of amusement work, manufacturing work or rural industry work, the following equipment (other than an amusement device or amusement ride)—
 - a) a cord extension set with a current rating of not more than 20 amps.
 - b) an electrical portable outlet device with a current rating of not more than 20 amps.
 - c) electrical equipment, other than a portable safety switch, that—
 - (i) has a current rating of not more than 20 amps; and
 - (ii) is connected by a flexible cord and plug to low voltage supply; and
- (2) for the performance of office work or service work—
 - (i) a cord extension set with a current rating of not more than 20 amps; or
 - (ii) an electrical portable outlet device with a current rating of not more than 20 amps; or
 - (iii) electrical equipment, other than a portable safety switch, that—
 - 1. has a current rating of not more than 20 amps; and
 - 2. is connected by a flexible cord and plug to low voltage supply; and
 - 3. is moved during its normal use for the purpose of its use.

Transportable structures include both vehicles and structures with or without wheels that can readily be moved from one site to another either under their own motive power or by some other means. This includes temporary site offices, cloakrooms, meeting offices, dormitories, canteens, toilets, workshops, site huts or other facilities provided on construction and demolition sites.

Work means one of the following prescribed work types:

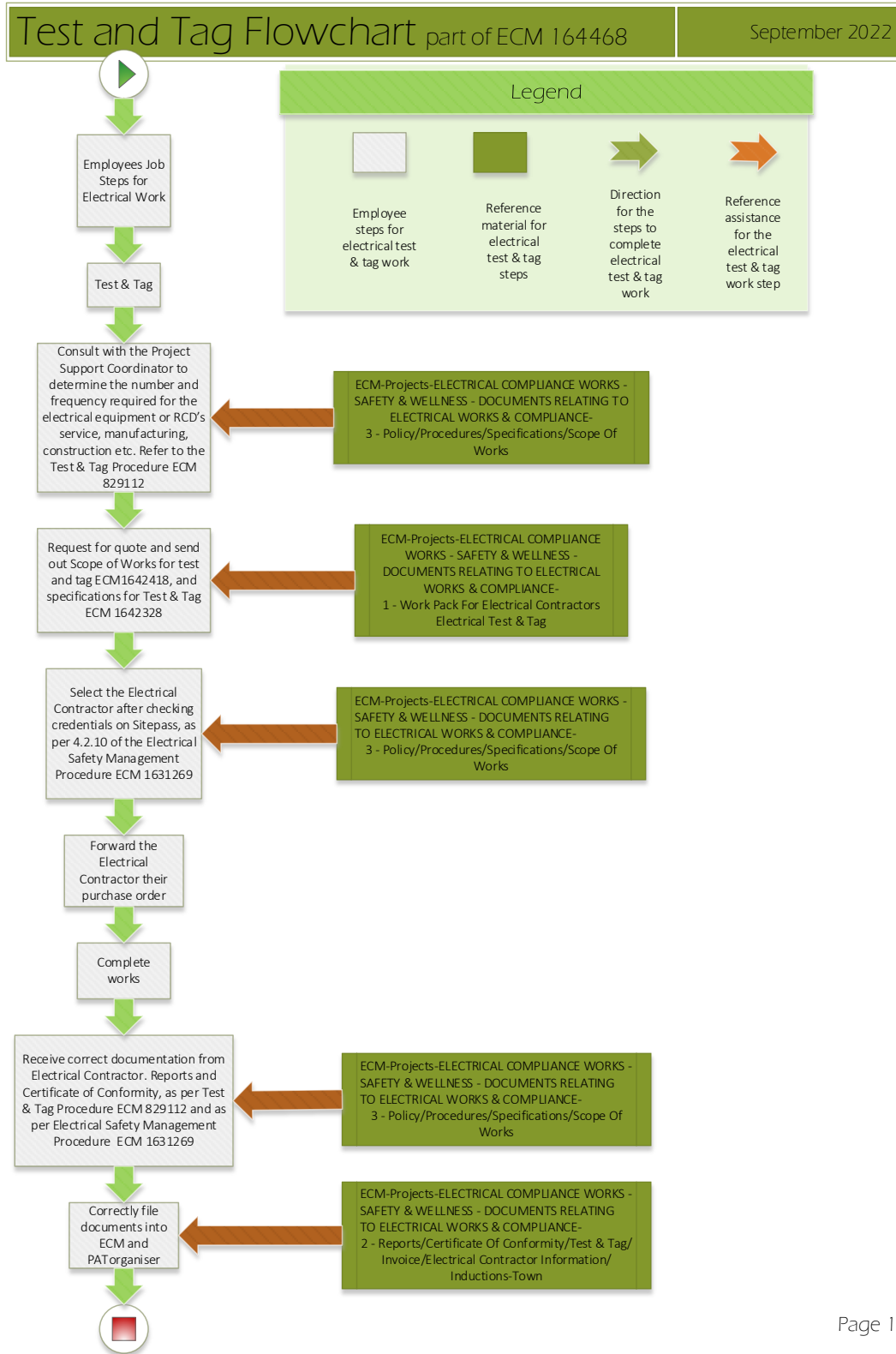
- a) **Construction Work** means construction work within the meaning of the Work Health and Safety Act 2011, other than amusement work or rural industry work; or work done in conjunction with construction work mentioned above.
- b) **Manufacturing Work** means the work of assembly, disassembly, fabrication, installation, maintenance, manufacturing, refurbishment, or repair, but does not include amusement work, construction work or rural industry work.
- c) **Office Work** means all work except construction, manufacturing, service, amusement, or rural industry work.
- d) **Service Work** means work that is not amusement work, construction work, manufacturing work, office work or rural industry work.
- e) **Amusement Work** means work, other than work performed by a non-profit organisation, associated with amusement devices, rides or things used in activities at permanent or temporary sites.
- f) **Rural Industry Work** means any primary production activities including associated construction, manufacturing, or office work for such purpose, with the exception of where it is incidental to the primary work activity, such as tourism and hospitality.

Usually Moved see portable electrical equipment

4.0 APPLICATION

The Department Manager is responsible to arrange that all electrical equipment, as outlined in the inspection guidelines below, has been tested and tagged by a competent person. This includes the manual operational testing and the electrical performance testing of all residual current devices (RCDs). Test intervals shall be as indicated, subject to a tolerance of two weeks, or as varied by a responsible person based on a risk assessment.

4.1 Flowchart for Test and Tag



4.2 Frequency of inspection and tests

Electrical equipment (including RCD's) shall be inspected and tested:

- a) At intervals indicated in table 1 (subject to a tolerance of two weeks), or as varied by a responsible person based on a risk assessment. (please select your workplace environment from table 2 (4.8) the corresponding colour on table 1 (4.7) indicates the frequency of testing)
- b) On return to service after a repair or servicing, that could have affected the electrical safety of the equipment. AS/NZS 5762 may apply.
- c) Before placement in service, if sourced from a second-hand sale, to ensure the equipment is electrically safe. AS/NZS 5761 shall apply.

This risk assessment option does not apply to equipment offered for hire.

4.3 Hierarchy of Testing for Council

- a) Priority one legislative requirements (RCD's) and priority two equipment 'usually moved' (e.g. laptops).
 - a. Portable electrical equipment protected by a safety switch in an office or service environment does not require testing & tagging.(QLD Electrical Safety Regulation 2013)
 - The RCD's still have to be testing as per table 1 (4.7)
 - i. The council will test & tag portable equipment which is 'usually moved' in the office or service environment. This is equipment that can be moved out of office or service environments (for example laptop equipment not a toaster, that can be moved home or depot)
 - ii. The 'usually moved' equipment is maintained as per its normal residence (e.g. if the laptop equipment normally resides in the administration office then it will be maintain as per admin office frequency)
- b) All council showgrounds RCD's will be tested as per AS/NZS 3760:2022 before local shows commence.

4.4 Inspection and Testing

The following equipment checks shall be made by visual and physical inspection of all equipment:

- a) Check for obvious damage, defects, or modifications in the equipment and its accessories, connectors, plugs or cord extension sockets; and for discoloration that may indicate exposure to excessive heat, chemicals or moisture.
- b) Check that flexible cords are effectively anchored to equipment, plugs, connectors and cord extension sockets.
- c) Check for damage to flexible cords to ensure that.
 - i. The inner cores of flexible cords are not exposed or twisted
 - ii. The external sheaths are not cut, abraded, twisted, or damaged to such an extent that the insulation of the inner cores is visible.
 - iii. Unprotected conductors or the use of banding insulation tape are not in evidence.
- d) For EPODs, check that the warning indicating the maximum load to be connected to the device is intact and legible.
- e) Check that any operating controls are in good working order i.e. that they are secure, aligned and appropriately identified.
- f) Check that covers, guards, and the like are secured and working in the manner intended by the manufacturer or supplier.
- g) Check that ventilation inlets and exhausts are unobstructed.
- h) The pins of insulated pin plugs should be inspected for damage to the insulation of the pins, and, if fitted, the shroud on cord extension sockets should be inspected for damage.
- i) The shroud on cord extension sockets should be inspected for damage.
- j) Check that the current rating of the plug is consistent with the current rating of the equipment.

4.5 ACTION RESULTING FROM INSPECTION AND TESTING

4.5.1 Non-compliant equipment

Where in-service inspection or testing identifies equipment, which fails to comply with the criteria given in AS/NZS 3760, the equipment shall be appropriately labelled to indicate that the equipment requires remedial action and warn against further use. Such equipment shall be withdrawn from service. The choice of remedial action, disposal or other corrective action shall be determined by the owner or the person responsible for the safety of the site where the equipment is used.

4.5.2 Compliant equipment

Following testing, compliant equipment shall be fitted with a durable, non-reusable, non-metallic tag or other indicator.

The tag, shall be durable, legible, non-reusable, non-metallic and may be colour coded to identify the period in which the test was performed, shall include all the following information as a minimum:

- a) The name of the person or company who performed the test;
- b) The test or inspection date, a retest date and a reference to AS/NZS 3760;
- c) Equipment identification (brand, make, serial number, id number etc.)
 - a) In Australia, equipment that is new and entering service for the first time but not tested and tagged shall have a tag applied that includes the following information:
 - i. Wording, "new to service"
 - ii. Date of entry to service
 - iii. Date when next test is due
 - iv. Statement, "This appliance has not been tested in accordance with AS/NZS 3760"
- d) Each switchboard is fitted with a tag with the above details.
- e) Each RCD tested is fitted with either Q code, bar code or test identification label.



4.6 DOCUMENTATION

Records of maintenance, including (but not limited to) tests, should be kept throughout the working life of the equipment, and should be retained for 7 years, or such period as required by the relevant regulator:

- a) A register of all equipment.
- b) A record of formal inspection and tests.
- c) A 'repair' register.
- d) A record of all faulty equipment showing details of services or corrective actions.
- e) For construction wiring: as per AS/NZS 3012

A register of all electrical equipment is to be compiled and maintained for each area.

A record is to be maintained for the manual operational testing and the electrical performance testing of all fixed RCDs.

Staff are to be advised of the reporting requirements through a Toolbox Talk and issuing Safety Information and Training via eLearning. Staff are required to undertake the Safety Information and Training, sign the quiz and the records are to be kept for 5 years.

Electrical appliance testing machines must be calibrated as outlined by the manufacture's specifications.

On the spot fines issued by an Inspector will be incurred if you are found to have breached the Electrical Safety Act and Electrical Safety Regulation. The offence description provides a general description of the offence.

4.7 INSPECTION GUIDELINES

The following tables indicate the testing timeframes for testing and tagging relevant electrical equipment used in the prescribed work types and types of environment. Indicative testing and inspection intervals for electrical equipment

(CAUTION: The tables must be read in conjunction with AS/NZS 3012 as a whole for construction and AS/NZS 3760 as a whole for the rest)

Type of environment and/or equipment	Interval between inspection and tests				
	Equipment including Class I equipment, Class II equipment, cord sets, cord extension sets and EPODs	Residual current devices (RCDs)			
		Push-button test – by user		Operating time and push-button test	
		Portable	Fixed	Portable	Fixed
Manufacturing - Factories, workshops, places of manufacture, assembly, maintenance or fabrication	6 months	Daily, or before every use, whichever is the longer	6 months	12 months	12 months
Service - 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	12 months	3 months	6 months	12 months	12 months
Office - 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	5 years	3 months	6 months	2 years	2 years
Home - Residential type areas of hotels, residential institutions, motels, boarding houses, halls, hostels accommodation houses, and the like	2 years	6 months	6 months	2 years	2 years
Equipment used for commercial cleaning	6 months	Daily, or before every use, whichever is the longer	N/A	6 months	N/A
Hire equipment: Inspection Test and tag	Prior to hire	Including push-button test by hirer prior to hire		N/A	N/A
	3 months	N/A		3 months	12 months
Repaired, serviced and second-hand equipment	After repair or service which could affect electrical safety, or on reintroduction to service, refer to AS/NZS 5762				

Table 1

Type of environment and/or equipment	Interval between inspection and tests					
	Transportable structures, Class I (earthed conductive parts) and Class II (doubled insulated) electrical equipment		Residual current devices (RCDs)			
	Transportable structures, fixed and transportable equipment and construction wiring including switchboards	Portable equipment	Push-button test – by user		Operating time and push-button test	
			Portable	Fixed	Portable	Fixed
Construction and demolition sites	6 months	3 months	After connection to a socket or before connection of equipment, and at least once every day in use.	1 months	3 months	12 months

KEYNOTE

Double adaptors/piggyback plugs prohibited for construction & manufacturing work.

Electrical Safety
Regulation 2013

Table 1 continued

4.8 ELECTRICAL TESTING GUIDELINE FOR COUNCIL WORKPLACES

Table 2

LOCATION	Specific Items	Class	Environment
Construction Sites			
	tools on vehicles that may be used at road work sites	Construction	8.Construction and demolition sites
	electrical equipment in sites shed	Construction	
	site Sheds (lunchrooms)	Construction	
Work Camps			
Donga's	extension leads, power boards, electric clocks, Room Air Conditioners (RACs)	Service	2.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
Kitchen / Lunchroom	toasters, jugs, urns, sandwich makers, water boilers, RACs, fans	Service	
Storage areas (if not a workshop)	all electrical equipment	Service	
Workshop / Depot	This would also include any small workshops at: Swimming Pools, Cemetery, Parks & Gardens, Theatres, Treatment Plants etc.		
Workshop	all electrical equipment	Manufacturing	1.Factories, workshops, places of manufacture, assembly, maintenance or fabrication
Depot Sheds / Yard / Store	all electrical equipment	Manufacturing	
Kitchen / Lunchroom	toasters, jugs, urns, sandwich makers, water boilers, RACs, fans	Manufacturing	
Sewerage & Water Treatment Plants			
Plant areas	all electrical equipment	Manufacturing	1.Factories, workshops, places of manufacture, assembly, maintenance or fabrication
Workshop	all electrical equipment including refrigerators.	Manufacturing	
Laboratories	extension leads, power boards, electric mixers etc	Manufacturing	
Storage sheds (if not a workshop)	all electrical equipment	Manufacturing	
Kitchen / Lunchroom	toasters, jugs, urns, sandwich makers, water boilers, RACs, fans	Manufacturing	
Office	extension leads, power boards, shredders, electric binders, fans, electric clocks	Manufacturing	
Bores and Pumping Stations			
Plant areas	all electrical equipment	Manufacturing	1.Factories, workshops, places of manufacture, assembly, maintenance or fabrication

LOCATION	Specific Items	Class	Environment
Swimming Pools			
Office	extension leads, power boards, shredders, electric binders, fans, electric clocks	Office	3.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
Workshop	all electrical equipment	Manufacturing	1.Factories, workshops, places of manufacture, assembly, maintenance or fabrication
Kitchen / Lunchroom	toasters, jugs, urns, sandwich makers, water boilers, RACs, fans	Service	2.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
Gym	extension leads, power boards, electric machines, fans	Service	
Chemical room (if not a workshop)	portable pumps, electrical leads, power boards	Service	
Parks & Gardens			
Toilet Blocks	power outlets, all electrical equipment	Manufacturing	1.Factories, workshops, places of manufacture, assembly, maintenance or fabrication
Workshops	all electrical equipment	Manufacturing	
Barbeques	safety switches	Services	2.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
Showgrounds	Safety switches	Services	
Administration Office			
Office	extension leads, power boards, shredders, electric binders, fans, electric clocks	Office	3.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
Storerooms	extension leads, power boards etc	Office	
Library			
Office	extension leads, power boards, shredders, electric binders, fans, electric clocks	Office	3.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
General Areas	extension leads, power boards, fans, heaters, electric clocks	Service	2.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
Kitchen / Lunchroom	toasters, jugs, urns, sandwich makers, water boilers, RACs, fans	Service	
Mobile Library	extension leads, power boards, fans	Service	

LOCATION	Specific Items	Class	Environment
Community Halls			
Kitchen / Lunchroom	toasters, jugs, urns, sandwich makers, water boilers, RACs, fans	Service	2.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
Stage area and equipment	extension leads, power boards, fans	Service	
Transfer / Refuse Stations			
Gate House / Sheds	extension leads, power boards, fans, heaters	Service	2.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
Recycling Areas	all electrical equipment including refrigerators.	Manufacturing	1.Factories, workshops, places of manufacture, assembly, maintenance or fabrication
Workshop	all electrical equipment including refrigerators.	Manufacturing	
Dog Pound			
Office	extension leads, power boards, shredders, electric binders, fans, electric clocks	Office	3.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
General	extension leads, power boards	Service	2.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
Theatres			
Canteen / Cafeteria / Kitchen	toasters, jugs, urns, sandwich makers, water boilers, RACs, fans	Service	2.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
Stage area and equipment (Including stage lighting)	extension leads, power boards, fans	Service	
Office	extension leads, power boards, shredders, electric binders, fans, electric clocks	Office	3.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
Workshop	all electrical equipment	Manufacturing	1.Factories, workshops, places of manufacture, assembly, maintenance or fabrication

LOCATION	Specific Items	Class	Environment
Child Care Centres			
Office	extension leads, power boards, shredders, electric binders, fans, electric clocks	Office	3.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
Laundry	extension leads, power boards, irons, fans	Service	2.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
Rooms	extension leads, power boards, fans, electric clocks	Service	
Kitchen / Lunchroom	toasters, jugs, urns, sandwich makers, water boilers, fans	Service	
Indoor Sports Centre (General)			
Canteen	toasters, jugs, urns, sandwich makers, water boilers, electric knives, fans	Service	2.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
Office	extension leads, power boards, shredders, electric binders, fans, electric clocks	Office	3.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
Retirement Homes			
Office	extension leads, power boards, shredders, electric binders, fans, electric clocks	Office	3.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
Kitchen	toasters, jugs, urns, sandwich makers, water boilers, electric knives, fans	Service	2.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
Rooms	extension leads, power boards, fans, heaters, electric clocks	Service	
Common rooms	extension leads, power boards, fans, heaters, electric clocks	Service	
Sheds (if not a workshop)	extension leads, power boards, fans, heaters	Manufacturing	1.Factories, workshops, places of manufacture, assembly, maintenance or fabrication
Workshop	all electrical equipment including refrigerators	Manufacturing	

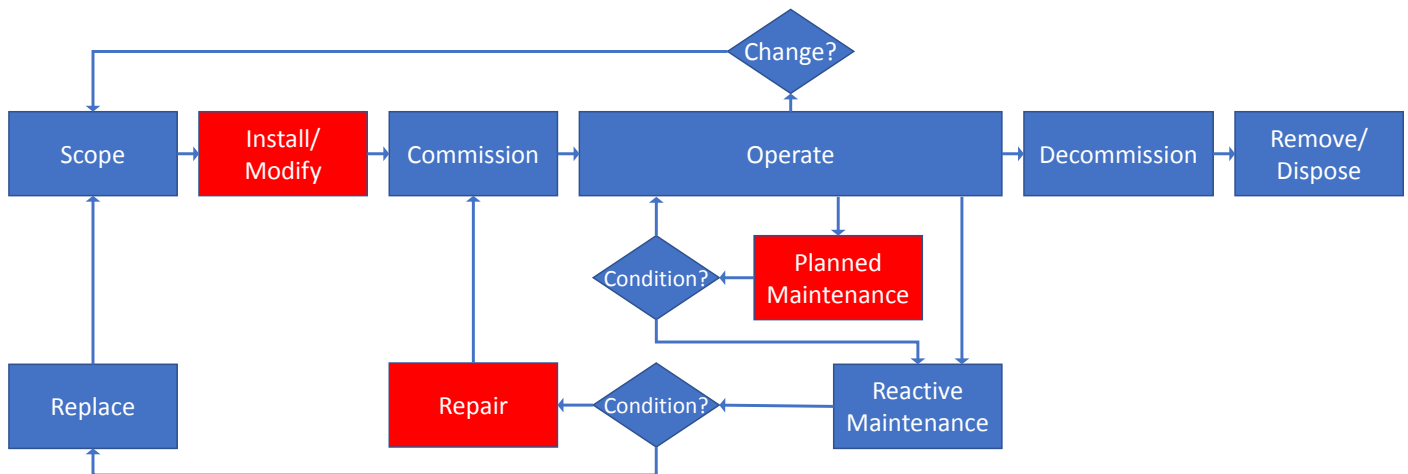
LOCATION	Specific Items	Class	Environment
Aged Care Centres			
Office	extension leads, power boards, shredders, electric binders, fans, electric clocks	Office	3.Environment where the equipment or supply cord is NOT subject to flexing in normal use and is NOT open to abuse and is NOT in a hostile environment
Kitchen	toasters, jugs, urns, sandwich makers, water boilers, electric knives, fans	Service	2.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
Rooms	extension leads, power boards, fans, heaters, electric clocks	Service	
Common rooms	extension leads, power boards, fans, heaters, electric clocks	Service	
Sheds (if not a workshop)	extension leads, power boards, fans, heaters	Service	
Workshop	all electrical equipment including refrigerators	Manufacturing	1.Factories, workshops, places of manufacture, assembly, maintenance or fabrication

4.9 ASSOCIATED DOCUMENTS

- Electrical Safety Procedure ([ECM # 829111](#))
- Electrical Test & Tag Specification ([ECM #1642328](#))
- Electrical Safety Management Procedure ([ECM #1631269](#))
- Manual Push Button Testing Guides ([ECM # 829109](#))
- Register of all electrical equipment for each area (RCD and Appliance Forms)
- Electrical Safety e-learning SITS ([ECM # 819194](#))
- Electrical appliance testing machine calibration records (maintained by the competent person)

4.10 LIFE CYCLE OF EQUIPMENT/INSTALLATION

LIFE CYCLE OF EQUIPMENT/INSTALLATION



The main activities that form part of the “test & tag” procedure is highlighted above in red.

Activity	Aspect	Notes
Scope	RCD	For installation with large numbers of RCDs consider installation of additional test facilities in the switchboard.
	EE	Consider specification and purchase of battery, or non-electrically, powered rather than corded equipment where appropriate.
Install/Modify	RCD	Tested when additional outlets added to circuits protected by RCD. AS/NZS 3000 requires that an RCD be added to such circuits if they are not already fitted. Record of test.
	EE	Add to “test & tag” register. Record of “test & tag”.
Commission		Nil
Operate	RCD	Review of against product recall/safety notices. Record of test.
	EE	Review of against product recall/safety notices. Record of pre-start inspection.
Planned Maintenance	RCD	Record of test.
	EE	Record of test. Maintenance of “test & tag” register.
Reactive Maintenance		Nil
Repair	EE	Record of repair and testing.
Replace	RCD	Draft Amendment 2 of AS/NZS 3000:2018 plans to phase out Type AC RCDs.
	EE	Consider replacing corded equipment with battery powered equipment.
Remove/Dispose	EE	Removal from “test & tag” register.

4.11 CHRC CLASSES AND ENVIRONMENTS

Below are tables with one row per **class and environment** for each location (these are general and there might be more to test)

[illegible]

As above but sorted by **class and environment**

Location	Zone																							Class	Specific Items																											
	Barbeques	Canteen, Cafeteria, Kitchen, Chemical room (if not a Common rooms	Donga's	Gate House	General Areas	Gym	Laboratories	Laundry	Mobile Library	Office	Plant areas	Recycling Areas	Rooms	Sheds	Depot Sheds	Sheds (if not a workshop)	Showgrounds	Stage area and equipment	Storage areas (if not a Storage sheds (if not a Store (if not a workshop)	Storerooms	Toilet Blocks	Workshop	Yard		site Sheds (lunchrooms)	electrical equipment in sites	tools on vehicles that may	safety switches	power outlets	stage lighting	extension leads, power	electrical leads	all electrical equipment	electric binders, shredders	electric clocks	electric machines	electric mixers	heaters	irons	portable pumps	refrigerators	Room Air Conditioners	electric knives	fans	jugs, sandwich makers,	water boilers	etc					
Construction Sites																									Construction	Y	Y	Y						Y																		
Aged Care Centres																						Y			Manufacturing				Y	Y		Y	Y	Y																	Y	
Bores and Pumping Stations											Y														Manufacturing				Y	Y		Y	Y	Y																	Y	
Parks & Gardens																						Y	Y		Manufacturing				Y	Y		Y	Y	Y																	Y	
Retirement Homes																Y							Y		Manufacturing				Y	Y		Y	Y	Y																	Y	
Sewerage & Water Treatment Plants	Y	Y	Y	Y		Y		Y	Y		Y	Y		Y	Y	Y			Y	Y	Y	Y	Y	Y	Manufacturing			Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Swimming Pools																							Y		Manufacturing				Y	Y		Y	Y	Y																	Y	
Theatres																							Y		Manufacturing				Y	Y		Y	Y	Y																	Y	
Transfer / Refuse Stations												Y											Y		Manufacturing				Y	Y		Y	Y	Y																	Y	
Workshop / Depot	Y	Y	Y	Y		Y			Y		Y	Y	Y	Y	Y	Y			Y	Y	Y	Y	Y	Y	Manufacturing			Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Administration Office										Y			Y								Y				Office				Y	Y		Y	Y	Y	Y	Y	Y	Y								Y				Y		
Aged Care Centres										Y															Office				Y	Y		Y	Y	Y	Y	Y	Y									Y				Y		
Child Care Centres										Y															Office				Y	Y		Y	Y	Y	Y	Y	Y									Y				Y		
Dog Pound										Y															Office				Y	Y		Y	Y	Y	Y	Y	Y									Y				Y		
Indoor Sports Centre (General)										Y															Office				Y	Y		Y	Y	Y	Y	Y	Y									Y				Y		
Library										Y															Office				Y	Y		Y	Y	Y	Y	Y	Y									Y				Y		
Retirement Homes										Y															Office				Y	Y		Y	Y	Y	Y	Y	Y									Y				Y		
Swimming Pools										Y															Office				Y	Y		Y	Y	Y	Y	Y	Y									Y				Y		
Theatres										Y															Office				Y	Y		Y	Y	Y	Y	Y	Y									Y				Y		
Administration Office		Y																							Service				Y	Y		Y	Y	Y									Y	Y	Y	Y	Y	Y	Y	Y		
Aged Care Centres		Y		Y									Y			Y									Service				Y	Y		Y	Y	Y								Y	Y	Y	Y	Y	Y	Y	Y	Y		
Child Care Centres		Y							Y				Y												Service				Y	Y		Y	Y	Y						Y		Y	Y	Y	Y	Y	Y	Y	Y			
Community Halls		Y																Y							Service				Y	Y		Y	Y	Y						Y		Y	Y	Y	Y	Y	Y	Y	Y			
Dog Pound						Y																			Service				Y	Y		Y	Y	Y															Y			
Indoor Sports Centre (General)		Y																							Service				Y	Y		Y	Y	Y								Y	Y	Y	Y	Y	Y	Y	Y			
Library		Y				Y			Y																Service				Y	Y		Y	Y	Y								Y	Y	Y	Y	Y	Y	Y	Y			
Parks & Gardens	Y																								Service				Y	Y		Y	Y	Y																		
Retirement Homes		Y		Y									Y												Service				Y	Y		Y	Y	Y			Y					Y	Y	Y	Y	Y	Y	Y	Y	Y		
Swimming Pools		Y	Y				Y																		Service				Y	Y		Y	Y	Y					Y			Y	Y	Y	Y	Y	Y	Y	Y	Y		
Theatres		Y																	Y						Service				Y	Y	Y	Y	Y	Y								Y	Y	Y	Y	Y	Y	Y	Y	Y		
Transfer / Refuse Stations						Y								Y											Service				Y	Y		Y	Y	Y																Y		
Work Camps		Y			Y														Y						Service				Y	Y		Y	Y	Y								Y	Y	Y	Y	Y	Y	Y	Y	Y		

5.0 RESPONSIBILITIES

All employees have the responsibility to:

- Not use any electrical item which is found too not be electrically safe.
- Place a yellow 'Out of Service' tag on any defect equipment and report it to the responsible Supervisor.
- Report any electrical safety hazards identified to the responsible Supervisor.

Supervisors have additional responsibilities to:

- Ensure all employees under their control complete the electrical safety e-learning and have ready access to this procedure.
- Only procure electrical equipment which meets the required electrical safety standards.
- Report any electrical safety hazards identified into MYOSH.
- Ensure all electrical equipment for use within their area is to have current inspection test-tags in accordance with this procedure.

Managers have additional responsibilities to:

- Ensure their departments have a process in place for the regular scheduling of electrical test and tag.

The Safety and Wellness Team has additional responsibilities to:

- Monitor the implementation effectiveness of this procedure by way of carrying out inspection, monitoring and engagement activities.

6.0 PROCEDURE REVIEW

This procedure will be reviewed no later than two years from its adoption or when any of the following occurs:

- Relevant legislation, regulations, codes of practice, standards or associated policies are amended and/or replaced.
- At the direction of the Chief Executive Officer / Executive Team / Manager Safety and Wellness.

