

Occupational Health, Safety and Welfare Policy and Procedure

ELECTRICAL EQUIPMENT - IN-SERVICE SAFETY INSPECTION AND TESTING



Page: 1 of 5

Authorised Date: 18 October 2006

Revision Date: 18 September 2009

Version No: 2

1.0 Statement of Intent

The City of Marion will seek to provide Council controlled and administered environments, plant and equipment that are free of the risk of electrocution or electric shock for the safety of employees, contractors, visitors and all other persons.

The Council will require all employees and contractors to follow these procedures, abide by SA legislation and Approved Codes of Practice and any Safe Work Procedure that may be produced for a specific task or process.

2.0 Purpose

The purpose of this procedure, is to provide practical guidance in how to meet the requirements of The South Australian Occupational Health, Safety and Welfare Act, 1986 and the Occupational Health, Safety and Welfare Regulations 1995 (particularly Division 2.5) as a minimum.

3.0 Application

This procedure applies to all employees of the City of Marion, labour hire staff, all Contractors providing labour and services, all people or organisations hiring or otherwise using Council premises, all events staged on Council property and any equipment on loan by the Council.

4.0 Definitions

4.1 **Moveable electrical equipment** means electrical equipment that is supplied by electricity through a socket outlet; and:

- Is hand held electrical plant; or
- Is moved while in operation; or
- Is moved from place to place between operations where exposure to damage of the flexible supply cord could occur; or
- Electrical safety could be affected by the operating environment.

4.2 **Residual Current Device (R.C.D.)**, commonly called a safety switch, 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.

Occupational Health, Safety and Welfare Policy and Procedure

ELECTRICAL EQUIPMENT - IN-SERVICE SAFETY INSPECTION AND TESTING



Page: 2 of 5

Authorised Date: 18 October 2006

Revision Date: 18 September 2009

Version No: 2

5.0 Procedures

5.1 Electrical Installations

Before the installation or modification of a supply of electricity to a workplace, Council must ensure that a risk assessment is undertaken and that reasonable steps are taken to control those risks.

5.1.1 Before the commencement of all new or modified electrical installation work, a risk management process, consisting of hazard identification, risk assessment, the development of risk control options and review of residual risk must be undertaken.

5.1.2 All electrical installations and modifications must be designed by a competent person, with reference to risk control measures identified in 5.1.1 and in compliance with South Australian legislation and the current appropriate Australian Standards.

5.1.3 All new and modified installations must be equipped with R.C.D. protection.

5.1.4 All electrical installation work must be performed by a licensed electrical contractor.

5.1.5 All new or modified electrical installations must be inspected and tested by a licensed competent person and a Certificate of Compliance issued.

5.1.6 Council will ensure that periodic testing of R.C.D.s is conducted by a competent person and that record of this testing is kept.

5.2 Moveable electrical equipment

5.2.1 The use of moveable electrical equipment that has not been inspected, tested and tagged with a current valid tag is not permitted.

5.2.2 In the case of individual public patrons of a council library or similar facility, the connection of low voltage private equipment such as laptop computers to Council power points may be permitted subject to the following conditions.

5.2.2.1 The power point (GPO) must be protected by an R.C.D.

Occupational Health, Safety and Welfare Policy and Procedure

ELECTRICAL EQUIPMENT - IN-SERVICE SAFETY INSPECTION AND TESTING



Page: 3 of 5

Authorised Date: 18 October 2006

Revision Date: 18 September 2009

Version No: 2

- 5.2.2.2 No Council employee or contractor is permitted to touch the equipment.
- 5.2.2.3 The Council employee in charge of the library or facility must visually check the equipment for obvious signs of breakage or damage. If any damage is evident, the patron must be requested to remove the equipment.
- 5.2.3 Council owned power packs (chargers/transformers) for laptop computers, mobile phones and the like are subject to inspection, testing and tagging.
- 5.2.4 The General Power Outlet (GPO) on portable or standby power generating plant is subject to inspection, testing and tagging (six monthly for portable and five yearly for non-portable units in a non-hostile environment).
- 5.2.5 The preferred method of acquisition of general use electrical items is through the Depot Store, as facilities exist for in-house testing and tagging prior to issue.
- 5.2.6 Electrical items not acquired through the Depot Store, including personal items brought to a Council worksite by an employee, must be submitted for testing and tagging **before** use. This should be arranged with the Depot Store via email.
- 5.2.7 Equipment leased or purchased through a contract that requires the testing and tagging prior to delivery need only be added to the Register for subsequent periodic inspection and testing.
- 5.2.8 Council will ensure a Register of all moveable electrical equipment is maintained.
- 5.2.9 Council will retain a competent electrical contractor for the periodic testing and tagging of all moveable electrical equipment on the Register.
- 5.2.10 Unless otherwise indicated by a risk assessment of operating conditions, the frequency of testing is nominated in Appendix A.
- 5.2.11 Council will ensure that a nominated Officer oversees the maintenance of the Register and the performance of the testing and tagging contractor.
- 5.2.12 Moveable electrical equipment, including extension cords, must not be used without R.C.D. protection. If the available power outlet is not protected by a hard-wired R.C.D., a portable R.C.D. must be plugged into the outlet and the portable equipment plugged into it.

**Occupational Health, Safety and Welfare
Policy and Procedure**

**ELECTRICAL EQUIPMENT - IN-SERVICE
SAFETY INSPECTION AND TESTING**



Page: 4 of 5

Authorised Date: 18 October 2006

Revision Date: 18 September 2009

Version No: 2

The portable R.C.D. should be field tested with its inbuilt test button each time it is used.

6.0 Review and Evaluation

This procedure shall be reviewed at least three yearly, in consultation with the Occupational Health and Safety Committee and that review should include:

- Consultation with employees and managers, particularly those using this procedure, on the effectiveness of the procedure;
- A review of incident reports and statistics.

Signed: _____
Employee Representative

Date: _____

Signed: _____
Chairperson - OHS Committee

Date: _____

History

This procedure replaces:

Proc #4.01 In-Service Safety Inspection and Testing of Electrical Equipment

Appendix A – Testing and inspection intervals for electrical equipment, as applicable to City of Marion.
Extract from AS/NZS 3760:2003, Table 4, as amended by SA regulatory requirements.

**Occupational Health, Safety and Welfare
Policy and Procedure**

**ELECTRICAL EQUIPMENT - IN-SERVICE
SAFETY INSPECTION AND TESTING**



Page: 5 of 5

Authorised Date: 18 October 2006

Revision Date: 18 September 2009

Version No: 2

Appendix A - Testing and inspection intervals for electrical equipment, as applicable to City of Marion. Extract from AS/NZS 3760:2003, Table 4, as amended by SA regulatory requirements.

Type of environment and/or equipment	Interval between inspection and tests						Cord sets & power boards
	Class of equipment		Residual Current Devices (RCDs)				
	Class I (protectively earthed)	Class II (double insulated)	Push button test by user		Operating time & push button test		
Portable			Fixed	Portable	Fixed		
Construction/demolition sites	3 months	3 months	Daily, or before every use whichever is longer	1 Month	3 months	12 months	3 months
Repair and maintenance workshops	6 months	12 months	As above	6 months	12 months	12 months	6 months
Other environments, where equipment or cord is subject to flexing in normal use, open to abuse or hostile environment.	12 months	12 months	3 months	6 months	12 months	12 months	2 months
Other environments, where equipment or cord is NOT subject to flexing in normal use, open to abuse or hostile environment.	5 years	5 years	3 months	6 months	2 years	2 years	5 years
Equipment used for commercial cleaning	6 months	12 months	3 months	N/A	12 months	N/A	12 months
Hire equipment Inspection Test and tag	Prior to hire 3 months		Push button test by hirer prior to hire N/A		N/A 3 months	N/A 12 months	Prior to hire 3 months
Repaired, serviced and second hand equipment	After repair or service which could affect electrical safety, or on reintroduction to service.						