


The Paraplegic and Quadriplegic Association of SA Inc.



WHS&E - Residual Current Device (RCD) Policy and Procedures

STATEMENT

The Paraplegic and Quadriplegic Association of South Australia Incorporated (PQSA) is committed to ensuring, so far as is reasonably practicable, all workers, clients and visitors are safe from the risks of injury caused by electricity.

Approved by: 	Date: April 2015
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The Paraplegic and Quadriplegic Association of SA Inc.(PQSA) is incorporated under the *Association Incorporation Act 1985 (SA)* and conducts its business through operating Divisions, namely Support Services and HomeCare+.

SCOPE

Compliance with this policy is a condition of appointment for all persons engaged to provide services on behalf of PQSA.

DEFINITIONS

Competent Person – Under AS/NZ 3760:2010 - one who has the necessary practical and theoretical skills, acquired through training, qualification, experience or a combination of these to correctly undertake the tasks prescribed (does not need to be a qualified electrician).

Duty of Care - The obligation of a person not to be careless or negligent and to exercise reasonable care in the conduct of an activity.

Hazard - A source of potential harm to people or a situation with potential to cause injury or loss to plant, property and equipment. Hazards can be grouped as physical, chemical, ergonomic, biological or psychological.

Manager/Supervisor - Any person who has the authority to influence or to direct the actions of an employee/volunteer/contractor/collector.

Officer - within the meaning of section 9 of the *Corporations Act 2001* (Cth) other than a partner in a partnership; or “ *A person who holds a position of rank or authority; Corporations – a director, secretary, or executive officer or the corporation, or a receiver, a receiver and manager, an administrator...*”

Person Conducting a Business or Undertaking (PCBU). – for the purpose of this policy refers to PQSA and its Divisions Support Services, HomeCare+.

Reasonable – The appropriate standard or quality of objective decision-making that must be brought to bear when making an administrative decision.

Reasonably Practicable – in relation to a duty to ensure health and safety, means that which is ,or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including:-

- The likelihood of the hazard or risk concerned occurring; and
- The degree of harm that might result from the hazard or the risk; and
- What the person concerned knows, or ought to reasonably know, about –
- The hazard or the risk; and
- Ways of eliminating or minimizing the risk; and
- The availability and suitability of ways to eliminate or minimize the risk; and
- After assessing the extent of the risk and the available ways of eliminating or minimizing the risk, the cost associated with available ways of eliminating or minimizing the risk, including whether the cost is grossly disproportionate to the risk.

Residual Current Device (RCD) - Is an electrical wiring device that disconnects a circuit. It is a device to protect from electrocution.

Risk - The possibility of an adverse event occurring and the potential consequence of that event.

Risk Assessment - Is the process of evaluating the possibility and consequences of an event arising from exposure to an identified hazard(s).

Risk Control - Requires actions to be taken to eliminate or reduce the likelihood that exposure to a hazard will result in injury or disease.

Worker – is a person who carries out work in any capacity for a person conducting a business or undertaking including work as an employee, contractor or subcontractor, an employee of a contractor or sub-contractor, an employee of a labour hire company, an outworker, apprentice or trainee, or a student gaining work experience, or a volunteer.

RESPONSIBILITIES

It is the responsibility of PQSA to communicate the contents of this Policy to all workers on a regular basis.

Managers/Supervisors to ensure that:

- ◆ Workers are familiar with their obligations in accordance with this Policy.
- ◆ All client homes are assessed and where an appropriate Residual Current Device (RCD) is not installed in a home a portable RCD is provided to the client/worker.
- ◆ Annual Testing and Tagging of portable RCD's.

Workers

- ◆ Workers have a responsibility to ensure they are familiar with their obligations in accordance with this Policy.
- ◆ To test portable RCD on a regular basis in accordance with this Policy
- ◆ To report using a Hazard Report Form any problems with portable RCD's immediately to their Manager/Supervisor.

POLICY

The purpose of this Policy is to reinforce good safety practices when using energised (live) electrical equipment within a workplace.

Regulation 164 of the Work, Health and Safety Regulations 2012 provides that any risk associated with the supply of electricity through a socket outlet must be minimised so far as is reasonably practicable by the use of an RCD.

A portable RCD will be provided where an electrical hazard/risk is identified. In identifying the requirement for an RCD, PQSA ensures that the hazard identification and risk assessment process is undertaken. Risk assessments are to be undertaken prior to the introduction of any equipment, work practice or change to the workplace.

CLASSES OF RCDS

RCDs are classified in AS/NZS 3190:2011 *Approval and test specification – Residual current devices (current-operated earth-leakage devices)*. The two relevant types are:

Type	Description	General Guidance – Use
Type I	Type I RCDs have a residual current rating not exceeding 10 milliamps and a tripping time within 30 milliseconds.	Type I RCDs are the most sensitive and are required for electrical equipment that is directly connected to people, for example patients in hospitals or dental practices.
Type II	Type II RCDs have a residual current rating greater than 10 milliamps but not exceeding 30 milliamps and a tripping time within 300 milliseconds.	Type II RCDs are most suitable for personal protection against injury including electric shock.

REQUIREMENT FOR 'APPROPRIATE' RCDS

The WHS Regulations require 'appropriate' RCDs to be selected and used in the specified higher-risk operating conditions. If an RCD is required, the RCD must have a tripping current that does not exceed 30 milliamps if electricity is supplied to the equipment through a socket outlet not exceeding 20 amps.

The WHS Regulations do not prescribe whether RCDs must be non-portable or portable. The most 'appropriate' RCD will depend on the workplace environment.

INSPECTING AND TESTING RCDS (Regulation 165)

A person with management or control of a workplace must take all reasonable steps to ensure that RCD's used at the workplace are tested regularly by a competent person to ensure the devices are working effectively.

A record of testing (other than daily testing) must be kept until the device is next tested or disposed of.

Portable RCD's will be used where a hard wired RCD is unavailable. Portable RCD's can be fitted directly to a power cord or power board. The portable RCD is plugged into the power outlet and the appliance is then plugged into the portable RCD. Portable RCD's should be push button tested prior to each use or three (3) monthly whichever is longer and a performance test must be conducted at least bi annually by a qualified person using an RCD test meter. Records of testing by a qualified person must be kept of the test for a period of at least five (5) years.

Non Portable RCD's (hardwired RCD's) are installed in the switchboard of residential and non residential premises to provide protection at the source of the electrical current.

If an RCD fails to meet the requirements of a test, it must be repaired or replaced.

PROCEDURES

All workers must ensure the following procedures are adhered to:

Non-Portable RCD's

1. The non-portable RCD is installed at the switchboard of residential and non-residential premises. It is a legislative requirement that all non-portable RCD's be push button tested by a competent person at least annually and performance tested every three (3) years.
2. As part of the PQSA initial premises audit when located the non-portable RCD will be push button checked and this will be recorded on the WHS Assessment Form.
3. If there is an electrical shock or a dangerous electrical workplace occurrence, the Office of Technical Regulator must be informed immediately on 08 8226 5516.
4. All premises either residential or non-residential where workers of PQSA work where a non-portable RCD is installed will have the RCD tested annually.

Portable RCD's HomeCare+

1. Where a WHS assessment has been completed and a non-portable RCD is not installed, a portable RCD will be provided to the client. The RCD is used as an adaptor and is plugged into a power outlet attaching to the required electrical appliance.
2. The Manager or their nominee will record the name and address of the person to be supplied the RCD on the RCD Register. It must be recorded in client's Support Plan that an RCD is to be used every time a piece of equipment is used e.g. iron, hair-dryer, microwave, washing machine.

3. Instructions for testing the portable RCD are to be provided in the Support Plan and it noted that the portable RCD must be tested each time a shift is commenced when a portable electrical appliance is to be used.
4. If the RCD test fails, a Manager/Supervisor needs to be informed in order to organise replacement and a Hazard Report completed and sent to the Manager, Human Resources.
5. Portable RCD's are to be exchanged annually with the used RCD being Tested and Tagged.

Portable RCD's Volunteers

1. All volunteers who are required to use electrical equipment must be provided with a portable RCD and a copy of Standard Operating Procedure – Gardening and Handyman work.
2. The RCD is to be used as an adaptor and is plugged into a power outlet attaching to the required electrical appliance.
3. The RCD must be manually tested each time an electrical appliance is used.
4. If the RCD test fails, a Manager/Supervisor must be informed in order to organise replacement and a Hazard Report being completed and sent to the Manager, Human Resources.
5. Portable RCD's are to be exchanged annually with the used RCD being Tested and Tagged.

RELATED LEGISLATION

- ◆ Australian Standards, AS/NZ 3760:2010 (Electrical Testing and Tagging)
- ◆ Work, Health and Safety Act 2012
- ◆ Work, Health and Safety Regulations 2012
- ◆ Code of Practice Managing Electrical Risk in the Workplace
- ◆ Electricity Act 1996
- ◆ Electrical Products Act 2000

SUPPORTING PQSA DOCUMENTATION

- ◆ WHS&E - Hazard Identification, Risk Assessment and Control Management Policy and Procedures
- ◆ WHS&E - Safe Use of Electrical Equipment / Testing and Tagging Policy and Procedures
- ◆ Work, Health and Safety Management System

BREACHES OF THIS POLICY

A **breach** of this policy is grounds for disciplinary action, up to and including termination of employment. Ignorance of these procedures will not generally be accepted as an excuse for non-compliance. Only in extreme circumstances and where such ignorance can be demonstrated to have occurred through no fault of the individual concerned will PQSA accept such an argument.

DISTRIBUTION AND REVIEW

PQSA will ensure all persons engaged to provide services either paid or unpaid will be aware of this policy and will have easy access to it in an appropriate format. All policies are to be reviewed on a periodic basis or when legislation or government policy determines.