

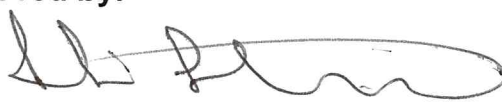


WHS&E- Safe Use of Electrical Equipment / Testing and Tagging Policy and Procedure

STATEMENT

The Paraplegic and Quadriplegic Association of South Australia Incorporated (PQSA) is committed to providing workers, so far as is reasonably practicable, with a healthy and safe environment, free from injury and risks.

PQSA recognises that the Health and Safety of its workers and clients is of primary importance and ranks it equally with all other financial and operational considerations.

<p>Approved by:</p> 	<p>Date: May 2015</p>
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The Paraplegic and Quadriplegic Association of SA Inc. is incorporated under PQSA *Incorporation Act 1985 (SA)* and conduct its business through operating Divisions, namely Support Services and HomeCare+

SCOPE

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

DEFINITIONS

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.

Competent Person – A Person who is certified to complete testing and tagging.

Electrical equipment – For the purpose of this policy is any apparatus, appliance, cable, conductor, fitting, insulator, material, meter or wire that is operated by electricity at a voltage greater than low.

Health – Refers to the physical and psychological health of a worker.

Officer - For the purpose of this policy are Managers in line with 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) – A person conducts a business or undertaking – (a) whether the person conducts the business or undertaking alone or with others; and, (b) whether or not the business or undertaking is conducted for profit or gain.

Residual Current Device (RCD) - Is an electrical wiring device that disconnects a circuit. RCD's are designed to disconnect quickly enough to prevent an electric shock. The RCD may be fixed or portable.

Reporting – Is an account or statement given either verbally or in writing with the specific intention of relaying information or recounting certain events in an objective manner.

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:-

- (a) The likelihood of the hazard or risk concerned occurring; and
- (b) The degree of harm that might result from the hazard or the risk; and
- (c) What the person concerned knows, or ought to reasonably know, about –
 - (i) The hazard or the risk; and
 - (ii) Ways of eliminating or minimizing the risk; and
- (d) The availability and suitability of ways to eliminate or minimize the risk; and
- (e) 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.

Workplace – is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.

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.

RESPONSIBILITY

Officers of PQSA (The PCBU) are responsible for:

- ◆ The maintenance and repair/replacement of all PQSA electrical appliances;
- ◆ Communicating the contents of this Policy to all workers on a regular basis.

All PQSA workers are responsible for the safe use of electrical equipment.

POLICY

Electrical safety affects all workers that conduct work in and for PQSA. Working with electricity is hazardous unless safe work practices are followed at all times, this policy is designed to ensure PQSA has a safe system of work for electrical equipment.

PROCEDURE

PQSA will comply with WHS legislation and Australian Standard AS/NZS 3760:2010 with regards to all fixed and portable electrical equipment.

Double Adaptor – Double adaptors and piggyback plugs are not to be used at any time.

Testing and Tagging – Section 150 of the Work, Health and Safety Regulation 2013 provides that a competent person must undertake regular inspection and testing if the electrical equipment is:

- ◆ Supplied with electricity through an electrical socket outlet; and
- ◆ Used in an environment in which the normal use of electrical equipment exposes the equipment to operating conditions that are likely to result in damage to the equipment or a reduction in its expected life span, including conditions that involve exposure to moisture, heat, vibration, mechanical damage, corrosive chemicals or dust.

All PQSA electrical appliances and equipment will be tested and tagged in accordance with AS/NZS 3760.

Inspection and testing intervals

- ◆ **Class 2 work** - Assembly, fabrication, installation, maintenance, manufacturing, refurbishment or repair work
- ◆ **Class 4 work** - Office work

Category	Specified Electrical Equipment	Type 1 or 2 RCD	Type 1 or 2 portable RCD
Class 2	<ul style="list-style-type: none"> • If the equipment is not double insulated – at least 6 monthly intervals by a competent person* • If the equipment is double insulated – at least every 12 months by a competent person* 	<ul style="list-style-type: none"> • In-built test button immediately after it is connected and at least every 3 months • By a competent person* at least every 12 months 	<ul style="list-style-type: none"> • In-built test button – immediately after it is connected to a socket outlet and immediately before it is used for the first time on each day • By a competent person * at least every 12 months
Class 4	<ul style="list-style-type: none"> • At least 5 yearly intervals by a competent person * 	<ul style="list-style-type: none"> • In-built test button - immediately after it is connected and at least every 3 months • By a competent person * at least every 2 years 	<ul style="list-style-type: none"> • In-built test button - immediately after it is connected to a socket and at least every 3 months • By a competent person * at least every 2 years

It is the responsibility of PQSA workers to ensure that personal equipment used on PQSA premises is registered for testing and tagging in accordance with WHS Regulation 150. The register is available on PQSA's Intranet site.

Workers are to ensure that all electrical equipment used in the course of their voluntary work is tested and tagged in accordance with this Policy.

It is the responsibility of the worker to ensure that all electrical equipment (eg drills, hair dryers etc.) are registered with the Co-ordinator – Volunteer and Community Awareness Programs.

RCD's – Non-portable RCD's will be installed at the switchboard of all PQSA premises, they will be tested in accordance with WHS Regulation 165. Where RCD's are not installed, a portable RCD must be used at all times, and tested prior to the electrical equipment being used, and regularly in accordance with WHS Regulation 165.

Training – PQSA will promote the safe use of electrical equipment by providing training to workers and pro-actively encourage correct use of equipment at all times.

Inspections - PQSA workers are to visually inspect portable electrical leads; appliances and equipment for damage before each use. In the event that the equipment is considered faulty, it will be taken out of use, labelled as being faulty, the fault will be reported to a Supervisor and a Hazard Report Form is to be completed. The appliance is to be repaired or disposed of promptly.

RELATED LEGISLATION

- ◆ South Australian Work, Health and Safety Act 2012
- ◆ South Australian Work, Health and Safety Regulations 2012
- ◆ AS/NZS 3760:2010 Electrical Testing and Tagging

SUPPORTING PQA DOCUMENTATION

- ◆ WHS&E - Hazard Identification, Risk Assessment and Control Management Policy & Procedure
- ◆ WHS&E - Residual Current Device (RCD) Policy and Procedure
- ◆ WHS Management System
- ◆ Hazard and Incident/Injury/Near Miss Report Form.
- ◆ Testing and Tagging Register.
- ◆ Client Handbook
- ◆ Worker Handbooks

BREACHES OF THIS POLICY

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.