

## D-38 Electrical Safety

### NQS

QA. 2.1	Health.
QA. 2.1.1	Wellbeing and comfort.
QA. 2.1.2	Health practices and procedures.
QA. 2.2.1	Supervision.
QA. 3.1.1	Fit for purpose.
QA. 3.1.2	Upkeep.
QA. 4.1	Staffing arrangements.
QA. 7.1.2	Management systems.
QA. 7.1.3	Roles and responsibilities.
QA. 7.2.1	Continuous improvement.

### National Regulations

Reg. 77	Health, hygiene, and safe food practices
Reg. 103	Premises, furniture, and equipment to be safe, clean and in good repair
Reg. 105	Furniture, materials, and equipment
Reg. 106	Laundry and hygiene facilities
Reg. 109	Toilet and hygiene facilities
Reg. 115	Premises designed to facilitate supervision
Reg. 168	Education and care service must have policies and procedures
Reg. 175	Prescribed information to be notified to Regulatory Authority

### My Time, Our Place

LO. 1	Children and young people feel safe, secure, and supported
LO. 3	Children and young people are aware of and develop strategies to support their own mental and physical health and personal safety
LO. 5	Children and young people are effective communicators

### Policy Statement

To have a defined method of hazard identification, risk assessment and control so as to eliminate or minimise risk and the potential for workplace related injuries and incidents.

## Related Policies

- CONCORD OSHC Policy B-2: Building Equipment Repairs and Maintenance
- CONCORD OSHC Policy C-3: Staff Orientation and induction
- CONCORD OSHC Policy D-9: Emergency Procedures
- CONCORD OSHC Policy D-28: Workplace Health, Safety and Environment
- CONCORD OSHC Policy D-33: Legal Responsibilities and WHS information
- CONCORD OSHC Policy D-34: Hazard Identification, Risk assessment and Control
- CONCORD OSHC Policy D-35: Workplace Inspection

## Purpose

To significantly reduce the risks of electrocution or fires associated with use of electrical fixtures, fittings, or appliances. It is imperative everything is done to prevent incidents occurring as a result of electrical hazards.

## Scope

This procedure covers all of the electrical appliances fixtures and fittings used in this workplace.

## Responsibilities

Management has the responsibility to:

- Ensure that appliances are purchased and when necessary tested and tagged in accordance with the Australian Standards and WorkCover guidelines and accurate records are maintained
- Ensure all electrical fixtures and fittings are appropriately installed, that points are not overloaded, and RCD's / safety switches are installed and tested in switchboards
- Ensure only qualified electricians are used when maintaining / installing any electrical equipment or fittings and that all staff are trained in safe electrical procedures including the need for visual checks of appliances prior to use, particularly portable appliances and extension leads that are frequently moved
- Ensure there is a reliable system for withdrawing / 'locking out' faulty equipment from use and that all staff are aware of the procedure

Staff have the responsibility to:

- Follow instructions for visually checking all electrical equipment prior to use
- Withdraw faulty equipment from use and notify management of any electrical hazard

## Procedures

- ‘Testing and Tagging’ of electrical equipment will be carried out dependant on the environmental and equipment risk level. If equipment is operated in a “Hostile environment” (defined in AS 3760) such as exposure to moisture, heat, vibration, mechanical damage, corrosive chemicals or dust.” (WHS Regulation cl 150) - testing and tagging will be done more frequently than in a low-risk environment.
- The following guides will be used
  - Tagging not required to fixed equipment such as computers, photocopiers, fridges etc
  - Tagging required annually to portable equipment moved around e.g., vacuum cleaners, extension cables or equipment used near water.
- Testing will be undertaken by a “competent person” or a qualified electrician
- Where an appliance or socket is defective it will be labelled to ensure it cannot be used by others and be removed and sent for repair or disposal. Management should be notified and are responsible for ensuring the appliance is safely isolated.

### Electrical Maintenance work

When work is being carried out on electrical installations a qualified electrician will be used and the system must be isolated to avoid any unintentional use by others

### Sources:

- WHS Regulation 20117
  - ch.4 pt.4.7 (electrical safety and management)
  - ch.4 pt.4.7 div.6 ss.164 & 165 (RCD’s)
- WorkCover NSW – Electrical Equipment Risk Assessment checklist (2006)
- WorkCover NSW – Electrical Risk at the Workplace Fact Sheet (2014)
- WorkCover NSW – COP Managing electrical risks at the workplace (2014)
- WorkCover NSW information page – Electrical safety  
<http://www.workcover.nsw.gov.au/newlegislation2012/health-and-safety-topics/electrical-safety/Pages/default.aspx>

Endorsed: 08/08/2024

Review date: 08/08/2026