Testing and Tagging of Electrical Equipment Procedure

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Purpose

The purpose of this procedure is to outline the requirements for testing and tagging of electrical equipment in Department of Education and Training (the Department) workplaces; to reduce the risk of personal injury and property damage.

Scope

This procedure applies to all electrical equipment used at Department workplaces, including schools and central and regional offices.

Procedure

Electricity has been identified by the Department as a mandated hazard requiring management in all Victorian Government Schools. It must be included in the *OHS Risk Register* of each workplace.

## Testing and Tagging of Electrical Equipment

The **Workplace Manager** and/or **Management OHS Nominee** are to arrange for items of electrical equipment to be tested and tagged by a competent person. A competent person is either a licensed electrician or an individual who has completed UEENEEP026A – Conduct in-service safety testing of electrical cord connected equipment and cord assemblies.

Identified electrical equipment should be recorded on the *Electrical Equipment Register* or equivalent, provided the equivalent includes the following requirements:

* Equipment name
* Location
* Test Date
* Next Test Date
* Pass / Fail
* Tag Number

Electrical Equipment should be tested as per the *Testing and Tagging of Electrical Equipment Frequency Guide.*

The tag should be durable, legible, non-reusable and non-metallic. The following information should be included on the tag:

* Name of competent employee or supplier who performed the test
* Test date
* Re-test date

## Testing of Newly Purchased Electrical Equipment

When the equipment is new, the supplier is deemed responsible for the initial electrical safety of the equipment. New equipment need not be tested but should be examined by the **Workplace Manager** and/or **Management OHS Nominee** for obvious damage and be issued with a ‘New to Service’ tag. Where deemed in good condition, the equipment should be tested as per the frequencies prescribed in the *Testing and Tagging of Electrical Equipment Frequency Guide.*

The following information should be included on the tag:

* Wording “new to service”
* Pass / Fail
* Date of entry to service
* Date when next test is due

## Testing of electrical equipment brought onto the Department workplace

Employees are to obtain approval from their **Workplace Manager** if they wish to bring items of electrical equipment into the workplace (e.g. from home). Prior to use, the **Workplace Manager** and/or **Management OHS Nominee** are to arrange for the electrical item to be tested and tagged. The results of the test should be recorded on the *Electrical Equipment Register* or equivalent.

## Testing of hire and loan equipment

The Supplier has the responsibility of ensuring that electrical equipment is safe. The **Workplace Manager** and/or **Management OHS Nominee** then assumes the responsibility for the electrical equipment hired, and must ensure that the equipment testing and tagging remains current.

## Testing of flexible cords used as installation wiring

Where a flexible cord (e.g. power cord) is fixed or supported (e.g. by a chain) and cannot be readily removed and not subject to wear and tear, it can be considered part of the installation wiring and will not require testing and tagging. The **Workplace Manager** should arrange for a visual inspection of the flexible cord to be conducted quarterly and documented in the relevant *Workplace Inspection Checklist*.

## Double adapter and power board

Double adapters are not to be used in any Department workplace.

The **Workplace Manager** and/or **Management OHS Nominee** should source power boards where additional electrical outlets are required. Power boards obtained must comply with Standards Australia, AS/NZS 3105, and be tested in accordance with the *Testing and Tagging of Electrical Equipment Frequency Guide.*

## Extension leads

Where extension leads are used, the **Workplace Manage**r and/or **Management OHS Nominee** must ensure that they comply with Standards Australia, AS/NZS 3199 and tested in accordance with the *Testing and Tagging of Electrical Equipment Frequency Guide*.

An extension lead should:

* have plugs with three metal cores (pins)
* be placed carefully around furniture to avoid being pinched
* preferably be secured e.g. taped to the floor or along wall edges
* not be placed near heaters
* not connected in a piggy back manner
* not placed under carpet or rugs to avoid over heating
* selected for the intended purpose (e.g. heavy duty lead is used for outdoor / garden works).

## Faulty or damaged electrical equipment

The **Workplace Manager** and/or **Management OHS Nominee** are to ensure items of electrical equipment that failed the electrical test and /or are deemed unsafe are isolated and tagged out as per the *Isolation and Tag Out Procedure*.

## Disposal of electrical equipment

The **Workplace Manager** and/or **Management OHS Nominee** are to ensure that electrical equipment identified for disposal has been identified for any potential hazards e.g. asbestos. Where a hazard has been identified advice should be sought from the OHS Advisory Service on ph: 1300 074 715 or email: [safety@edumail.vic.gov.au](mailto:safety@edumail.vic.gov.au).

Electrical equipment should be disposed of in the landfill waste bin.

Defined terms

Terms defined within this Procedure can be located on the Department’s [Defined Health, Safety Terms](http://www.education.vic.gov.au/hrweb/safetyhw/Pages/definedohsterms.aspx) website. Defined roles will appear **in bold**.

References

*Occupational Health and Safety Act 2004*

*Occupational Health and Safety Regulations 2017*

*Energy Safe Victoria – Switches, leads and PowerPoints.*

*Energy Safe Victoria – Buying safe electrical appliances*

*WorkSafe Victoria – Identifying faulty portable electrical tools and equipment*

*AS/NZS 3760:2010 In-service safety inspection and testing of electrical equipment*

*AS/ NZS 3000:2018 Wiring Rules (Incorporating Amendment No. 1)*

Related documentation

*Electrical Equipment Register*

*Isolation and Tag Out Procedure*

*OHS Risk Register*

*Testing and Tagging of Electrical Equipment Frequency Guide*

*Workplace Inspection Checklist*

Further assistance

Further information, advice or assistance on any matters related to electrical safety is available by contacting the OHS Advisory Service on ph. 1300 074 715 or email [safety@edumail.vic.gov.au](mailto:safety@edumail.vic.gov.au).