

ELECTRICAL SAFETY

POLICY

Rationale:

School Councils have a duty of care to provide a safe workplace for staff, students and visitors. This obligation includes the provision, regular testing and maintenance of safe electrical equipment.

Aims:

To provide safe electrical equipment for staff, students and visitors to use.

Implementation:

- **OHSR for the Underbool Primary School refers to the Principal.**
- All electrical equipment, including leads and cables, at our school will be maintained and routinely tested and tagged as required by a competent trained and qualified 'Test and Tag' contractor in accordance with AS/NZS 3760:2003 In-service Safety Inspection & Testing of Electrical Equipment.
- The school principal (the OHSR) will, identify all items of electrical equipment in the workplace and insure an up to date Electrical Equipment Register is provided by the Test and Tag contractor to the school.
- The Electrical Equipment Register that records all electrical items, cords, power boards etc, along with dates and results of tests form an important component of our annual electrical testing, and will be stored in the school office for referral.
- All safety switches (Residual Current Devices) will be tested by an 'A' grade electrician.
- All electrical equipment, including leads and cables will be tested and tagged prior to initial use, as well as after being serviced or repaired.
- All school notebooks and staff leased notebook computers will also be tested and tagged as required by the Standard.
- Regular testing of equipment will form part of the school's annual OHS Activities Calendar and servicing contracts.
- Workplace inspections that focus on electrical appliance, cords, leads, tagging and care and maintenance procedures will form part of the OHS Activities Calendar.
- Staff members will treat all electrical equipment including leads and cables with care.
- All new electrical equipment will be designed, assembled and have insulated active and neutral pins as required by AS/NZS 3760:2003.
- Staff members who notice damaged, worn or abused electrical equipment must ensure that the equipment is not used, and report the incident to the OHSR and/or principal immediately. The defective equipment will be immediately tagged as defective, isolated and removed from service whereby it will be repaired or replaced. In such cases, a record will be kept in an 'Isolation and Tag Out' Register. The issue will also be reported on eduSafe.
- The school will endeavour to ensure that cables and leads are minimised, and are appropriately fixed to walls etc to minimise flexing and potential abuse.
- The school will maintain a supply of tested and tagged electrical cables, leads and power boards for use as required.
- Electrical safety posters will be displayed at appropriate locations about the school.
- School Council will include within its annual budget, an appropriate amount for annual testing and tagging of electrical equipment as required.

- The principal should seek advice from the OHS Advisory Service on **1300 074 715** for information regarding any areas in concern.

Evaluation:

- An annual Occupational Health and Safety review will be conducted by the appointed OHSR in consultation with the principal and nominees from the OHS committee or after any serious incident or near miss.
- The outcomes of this review will be placed on the OHS notice board and will be included within the Buildings and Grounds committee's report to School Council and the community.
- This policy will be reviewed by the OHSR as part of the school's three-year review cycle, or sooner should changes in the Australian Standards or other relevant information dictate.

This policy was last ratified by School Council on....

February 2015