

WHS18 Electrical Safety Policy

The Organisation acknowledges its legal duty to ensure, so far as is reasonably practicable, that workplace participants and other persons at the workplace are not exposed to electrical risks arising from the business or undertaking. To this end, the Organisation wishes to eliminate the electrical risks, or if that is not reasonably practicable, minimise the risks so far as is reasonably practicable.

Workplace participants also have responsibilities in connection with managing electrical risks. Workplace participants must comply with this policy as amended from time to time and any relevant Code of Practice (for example, the Safe Work Australia *Managing Electrical Risks in the Workplace*), including any relevant regulation and/or State or Territory Codes of Practice, as amended from time to time.

With these duties in mind, this policy endeavours to outline appropriate risk control measures that must be implemented by both the Organisation and, where appropriate, workplace participants.

Scope

This policy applies to employees, agents and contractors (including temporary contractors) of the Organisation, collectively referred to in this Policy as 'workplace participants'.

Definitions

A competent person is a person with the necessary practical and theoretical skills (acquired through training, qualification, experience or a combination of these) to correctly perform tasks within the scope of electrical work approved by management, or any other appropriate person, in nominating the person to one of the following categories.

Electrical work includes all work done on:

- the electrical installation; and
- electrical equipment.

The term includes both electrical and electronic work.

Electrical equipment includes any apparatus, appliance, cable, conductor, fitting, insulator, material, meter or wire that is used for controlling, generating, supplying, transforming or transmitting electricity at a voltage greater than extra low voltage or is connected to or capable of being connected to the electrical installation. The term includes both electrical and electronic equipment.

Electrical installation is a group of items of electrical equipment connected together and can be supplied with electricity from a generating source. It includes the electricity supply to a building, such as the main switchboard, distribution switchboards, sub-switchboards and all associated fixed wiring including, without limitation, final sub-circuits, such as socket-outlets, isolation switches, and lights.

Extra low voltage means voltage that does not exceed 50 volts alternating current (50V AC) or 120 volts ripple-free direct current (120V ripple-free DC)

Risk Control Measures

Workplace participants must abide by the following risk control measures:

1. Only qualified electricians should carry out electrical work.
2. Electrical installations and equipment must be inspected, tested and maintained by a competent person.
3. Report any electrical hazards immediately identified such as exposed wiring, burnt cords, damaged plugs to the HR Officer, your supervisor, HS representative or HS committee member.
4. Electrical appliances, equipment and cords should be inspected by a workplace participant prior to use and any damage or faults immediately reported. Damaged equipment may need to have an **“OUT OF SERVICE”** tag attached and a lock out device used to prevent use of the equipment until repaired. Consult with the HR Officer, your supervisor, HS representative or HS committee member on damaged equipment.
5. An adequate number of power outlets will be provided for the electrical needs of any area. Where extra power outlets are required on a short-term or occasional basis, portable multi-plug power outlets with overload protection may be used. Double adaptors must not be used.
6. Any electrical equipment that is not safe to use must be disconnected and secured against further use until the fault is rectified.
7. Electrical leads are to be kept up off the ground (where reasonably practicable).
8. All electrical cord extension sets, flexible cables or fittings are to be located where they are not likely to be damaged and must be protected against any damage.
9. Adequate warning signs to warn of hazards must be displayed at or near the work areas if there is a risk of exposure of personnel to hazards arising from electricity.

Records

Records must be kept in a central file for all inspections, tests and maintenance carried out for electrical equipment and electrical installations. The following information must be recorded:-

1. The name of person who made the inspection or carried out the test of maintenance.
2. The date/s when the inspections was made or the test of maintenance was carried out.
3. The result or outcome of the inspection, test or maintenance.
4. The date by which the next inspection and test must be carried out.

Relevant Legislation

- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulation 2011*