



Electrical Safety Policy

Effective date	17 June 2006
Date reviewed	1 June 2012
Review date	June 2015
Guideline owner	Human Resource – Work Health & Safety
Applies to	All Parish workers - Employees, Contractors, Sub-Contractors, Volunteers; & Visitors
Legislative requirements	WHS Act 2011 & WHS Regulation 2011 WHS Act 2011 & WHS Regulation 2011 Managing Electrical Risks in the Workplace Code of Practice (Draft)
Pages	4

Policy

Under the Work Health and Safety Regulation 2011, the Parish has a duty to identify hazards which could lead to risks to health and safety. Electrical work and using electrical equipment can pose a risk to people in the workplace. To minimise this risk, the Parish will:

- identify electrical hazards;
- assess the level of risk these hazards pose;
- eliminate or minimise electrical risks;
- monitor controls implemented;
- consult with workers on electrical risks;
- provide policies and procedures for dealing with electrical risks;
- provide training and instruction to affected workers.

Installation of RCD's (Safety switches) in the main electrical switchboard or in individual power points will be given priority in the overall electrical management plan.

The Risk Management Policy and Managing Electrical Risks in the Workplace Code of Practice (Draft) will be referenced when managing electrical risks in the Parish.

Procedures

The following procedures shall be implemented in the Parish:

- All electrical equipment will be identified and assessed for risk in consultation with workers;
- Identified high risk electrical equipment is required to be tested and tagged annually;
- All power points in the Parish that are not protected by a Residual Current Device shall be marked to indicate the same;
- All equipment to be used in such unprotected power points should be fitted with an individual Residual Current Device or used in conjunction with a portable one;
- Double adapters shall not be used;
- Power boards should be used instead of double adaptors and care taken that the device is not overloaded with the demand placed on it;



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- Extension cords shall only be temporary solutions and where possible eliminated completely. Only one at a time shall be used and they are not to be used in tandem. They should be fitted with moulded or transparent plugs. The correct extension cord will be chosen for the task to be undertaken, considering length of cord, equipment to be powered, location of task;
- Extension cords shall be used in a manner that will ensure they do not become a trip hazard. Extension cords must be put away immediately after use;
- Areas around the electrical switchboards shall be kept clear for a distance of at least one meter. Only authorised personnel should access the switchboard;
- When working with electrical equipment, Personal protective equipment (PPE) shall be worn as prescribed by the manufacturer's guidelines e.g. safety glasses in areas where there is a risk of flash such as in workshop and insulation footwear for staff in high-risk areas;
- Workers are required to visually inspect electrical equipment prior to use. Damaged equipment should be labelled "Do not use" and taken out of service.
- Insulation tape shall never be used to conceal damage to electrical leads. All such equipment shall be taken out of circulation, affixed with a "caution" tag and referred to maintenance for repair or elimination;
- Electrical equipment must be stored appropriately when not in use;
- Contractors undertaking electrical work are required to abide by the Contractor Management Policy and the Contractor Handbook. They must consult with the Parish Priest prior to commencement of activities to identify hazards, assess risks and implement appropriate controls in relation to their work.

Record Keeping

The Parish Manager/Parish Priest shall maintain the following records in regard to electricity:

1. Instruction manuals:

All such manuals supplied by the manufacturer on delivery of newly purchased goods will be retained for as long as the equipment is in use in the facility plus five years.

Safe Working Procedures for using the equipment will be formulated based on the information supplied by the manufacturer and in consultation with workers.

2. Equipment/Asset register:

The Parish Manager/Parish Priest shall maintain an asset register of all electrical equipment (including power boards and extension cords) on the premises that includes the following information:

- Type of equipment
- Serial number or identification
- Date purchased
- Record of initial and ongoing testing and tagging attended (or risk assessment if testing and tagging is not required).
- Storage/use location
- Person responsible for checks and organising maintenance (e.g. maintenance manager or NUM)
- Date of decommissioning of equipment

Proof of purchase records for all electrical equipment will be kept for as long as the equipment is in use plus five years.

All obsolete or superseded electrical equipment shall be reported to e.g. maintenance manager, who will then decommission the equipment and adjust the asset register to reflect this action.



3. Trade qualifications:

The Parish Manager/ Parish Priest shall keep a record (registration certificates must be sighted and a copy kept of the same) of the qualifications of any person/s who perform work on electrical equipment and ensure that they are competent and their qualifications are current (in accordance with Contractor Management Policy where applicable).

4. Maintenance/work requests:

Records of all maintenance requests shall be recorded in writing or electronically. Once completed there shall be a sign off action and the records retained for the life of the equipment plus 5 years.

5. Risk assessments:

All written risk assessments conducted for the purposes of

- determining level of risk posed by the equipment and whether testing and tagging is required;
- deviating from the testing intervals described in AS/NZS 3760:2003 In-Service Safety Inspection and Testing of Electrical Equipment;
- deviating from prescribed safe work practices related to electricity.

Records will be kept for the life of the equipment plus 5 years.