

D-38 Electrical Safety

NQS

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| 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

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| 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

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| 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

- ENOSHCP Policy C-3: Staff Orientation and induction
- ENOSHCP Policy D-28: Workplace Health and Safety
- ENOSHCP Policy D-33: Responsibilities and WHS information
- ENOSHCP Policy D-34: Workplace Inspection
- ENOSHCP Policy D-35: Hazard Identification/Risk assessment

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 is trained in safe electrical procedures including the need for visual checks of appliances prior to use
- Ensure there is a reliable system for withdrawing / 'locking out' faulty equipment from use and that all staff are aware of the procedure
- Ensure all staff are trained to visually check appliances before use particularly portable appliances and extension leads that are frequently moved

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.
- Refer to Code of Practice (referenced above) and WorkCover Electrical Risk Assessment Guidelines for more information.
- 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 2011 ch.4 pt.4.7 (electrical safety and management)*
- *WHS Regulation 2011 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>

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