

WHS018 Electrical Safety

Legal Application: As per WHS Act 2011 s.27(5)(b) the 'officer', as part of their due diligence requirement are expected to have an understanding of the nature of the operations of the business and generally of the hazards and risks associated with those operations.

WHS Regulation 2017 Part 4.7 covers issues of electrical safety and management throughout the workplace. Electrical equipment used in 'hostile' environments which may expose the equipment to heat, water, vibration, chemical corrosion, dust or mechanical damage must be tested and tagged. Residual Current Devices (RCDs) must be provided to equipment used in these environments. Records of testing must be kept.

Reference Documents:

- SafeWork NSW: Electrical Risk at the workplace – Fact Sheet
- SafeWork Australia: Managing electrical risks at the workplace – Code of practice
- SafeWork NSW: Electrical work – information web page
- AS/NZS 3760:2010 In service safety inspections and testing of electrical equipment provides guidance on inspection, testing and tagging methods.

Purpose

To significantly reduce the risks of electrocution or fires associated with use of electrical fixtures, fittings or appliances.

Scope

This procedure covers all of the electrical appliances fixtures and fittings used in this workplace.

Responsibilities

Management have the responsibility to:

- ensure that appliances are purchased and when necessary tested and tagged in accordance with the Australian Standards and SafeWork guidelines and accurate records are maintained.
- ensure all electrical fixtures and fittings are appropriately installed, that points are not overloaded and RCD's/ circuit breakers are installed and tested in switchboards.
- ensure only qualified electricians are used when maintaining /installing any electrical equipment.
- ensure there is a reliable system for withdrawing / 'locking out' faulty equipment from use and that all workers are aware of the procedure.
- ensure all workers are trained to visually check appliances before use particularly portable appliances and extension leads that are frequently moved.

Workers have the responsibility to:

- follow instructions, particularly in visually checking all electrical equipment prior to use.
- withdraw faulty equipment from use and notify management of any electrical hazard.
- operate all electrical equipment as per their training and operational instructions.

Procedures

Electrical Equipment

- Electrical equipment used in a 'hostile' environment which applies to the kitchen, bar, cellar, outside areas, laundry, workshops will be 'tested and tagged' by a qualified practitioner at least every 12 months.
- The Goulburn Club has no commercial cleaning equipment. In the event of it being purchased, it will be 'tested and tagged' by a qualified person at least every 6 months.
- Electrical equipment used in guest rooms will be 'tested and tagged' by a qualified practitioner at least every 24 months.
- Fixed equipment and portable equipment used in 'low risk' risk environments will not require testing and tagging but will be visually inspected at least every 12 months.
- All electrical equipment will be visually checked before use

The Goulburn Club Board is responsible for both strategic and operational management of the club. Therefore the Goulburn Club Board covers all roles covered by the following terms: a Person Conducting a Business or Undertaking ('PCBU'), Officers and Directors, Managers as well as workers.

Residual Current Devices RCDs (Safety Switches)

- RCDs will be provided to the equipment that is used in a 'hostile environment'. These will either a fixed RCD permanently fitted at the main switchboard or fixed socket outlets or a portable RCD moved with the equipment and plugged in with it.
- RCDs will be tested by competent qualified electrician.

Lockout Procedure

- Where an appliance or socket is defective it must be labelled to ensure it cannot be used by others and be removed and sent for repair or disposal.
- Any appliances locked out for repair should remain locked out until repaired and tested, or replaced.
- 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 must be used and the system must be isolated to avoid any unintentional use by others.