ELECTRICAL TESTING AND TAGGING

RATIONALE
The Occupational Health and Safety of Employees includes service and inspection of plant and equipment.

IMPLEMENTATION
Tags are non metallic and include date, tester name/number, plant item and next date due. As per Australian Standard AS/NZ 3760:2003.

SCOPE
- portable hand held and stationary appliances
- extension leads and power board
- Residual Currency Devices (Safety Switches)

FREQUENCY
- On purchase if no written documentation
- Every 12 months when cord is subject to flexing or check with tester
- Every 5 years where cord is not subject to flexing

TESTER
- school community member assessed as competent provided with the Standard
- External person eg. A Grade Electrician familiar with the standard

RESULTS
- Non Compliant – tag out for repair or disposal
- Compliant – fit durable non metallic, non reusable tag (colour coded)
  - includes name/number of tester – test date/due date

DOCUMENTATION
- Although a register is not maintained items for repair or disposal are tagged out and a notice attached for action

RESOURCES
2. Employee Health Unit – 9637 2460
3. Noel Arnold and Associates – 9890 8811
EVALUATION

This Policy will be reviewed as part of the school’s review cycle.

RESPONSIBILITY

Principal