



BRISBANE OFFICE PROCEDURE FOR
**INSPECTION AND TESTING OF ELECTRICAL
EQUIPMENT**
CS-OHS-26

Responsible Officer: Corporate Risk & Safety Adviser

Approved: GM Projects and Technical
Services

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1. Purpose

This procedure details the inspection and test requirements for electrical equipment to be connected to the mains power supply.

2. Scope

This procedure includes all company-owned electrical equipment retained for use in the CP2 Brisbane office or off site.

3. Actions

3.1 Residual current devices

Residual current devices (RCDs) are fitted to each power supply circuit, at the main switchboard in the electrical riser room. These RCDs shall be tested according to the schedule shown in Attachment 1.

The RCDs are the primary means of protection in the event of an unsafe condition, but should not be relied upon as the sole means of protection.

3.2 Identification

Electrical equipment tested to prove it is in a safe condition is identified by a tag fitted to its flexible cord. The tag identifies the date tested and the date on which the next test is due.

3.3 New equipment

As soon as practicable (and no longer than 3 months) after purchase and receipt, new electrical equipment shall be tested and fitted with a tag.

3.4 Existing equipment

Electrical equipment used at the workplace shall be tested by a competent person according to the schedule shown in Attachment 1 to prove its fitness for continued use.

3.5 Protection against damage / injury

Care should be taken when using electrical equipment, to minimize the potential for it to become damaged or to cause injury.

Electrical equipment shall be:

- located where it is not likely to be damaged or cause injury; and
- protected against damage. Particular care should be taken where damage from liquids is possible.

3.6 Defective equipment

Defective equipment may be found either as a result of failing to pass its regular test, by visual inspection (frayed or broken leads), or if it causes the power supply to trip off.

Any equipment found to be defective must be immediately disconnected from the electrical supply and removed from service. Defective or suspect equipment must be reported to the IT Manager or Administration Manager, Corporate Services and is not to be returned to service until it has been tested (and repaired if necessary) by a competent person.

3.7 Records

A register shall be established of all electrical equipment and will contain a description of the item, its serial number, a reference number, the date, result of last test, and the date when next required to be tested.

The register of equipment and the records of tests and inspections will be maintained by the person performing the tests and inspections and a copy provided following, each item added or removed, and the scheduled periodic testing of all nominated equipment, to the Administration Manager, Corporate Services.

4. Definitions

Electrical equipment - any item connected to 240V mains power, including:

- extension cords and power boards
- kitchen equipment - refrigerators, microwaves, coffee makers, toasters, water coolers etc
- computer equipment - computers, monitors, printers, scanners

- office equipment - photocopiers, facsimile machines, shredders, power hole punches, electronic whiteboards, etc
- audiovisual devices - television, VCR, videoconferencing unit
- other small appliances - desk fans, radios

RCD - a residual current device used to detect a leakage current to earth and to disconnect the power supply if this current exceeds 30 milliamps.

Competent person - a licensed electrical contractor.

Workplace - includes the home as far as it applies to any company-supplied equipment used there.

5. Responsibilities

Risk and Safety Adviser

- Initiating audits of the procedure and workplace

Administration Manager Corporate Services

- Establishing a service contract for testing and inspection of electrical equipment.
- Managing the regular performance of the required work under this contract.
- Storing records of inspections and tests.

Senior Electrical Engineer (RPEQ)

- Establishing the scope and standard of work to be undertaken.
- Assessing levels of risk due to any non-compliance.

6. Reference Documentation

Workplace Health & Safety Regulation 1997 Part 16

AS3760 - In service safety inspection and testing of electrical equipment

7. Attachments

Attachment 1. Schedule of required tests and inspections

8. Document History

Issue Date	Nature of Changes
16/06/01	Original Issue

Attachment 1

Schedule of required tests and inspections

Item	Type of test	Test interval
Extension cords and power boards	AS3760	at least every year
Kitchen equipment	AS3760	at least every year
Equipment subject to frequent movement - power supply for lap tops - audio visual equipment - electronic whiteboards - small appliances	AS3760	at least every year
Office equipment	AS3760	at least every 5 years
Residual current devices	in-built test button	at least every 3 months
	current injection	at least every 2 years