

UON Key Risk Area: KRA 3.7

Electrical Testing and Tagging

1. Purpose

To provide guidance for managing the risks associated with University activities where electrical equipment is used and to ensure compliance with the [Work Health and Safety Act \(NSW\) 2011, and section 150 of the Work Health and Safety Regulations \(NSW 2011\)](#).

2. Scope

This document applies to all faculties, divisions, and organisational units of the University of Newcastle and its controlled entities.

3. Definitions

In the context of this document, the following definitions apply:

Integrally Moulded: A device constructed so that its plugs and sockets are moulded to the flexible cord to form an integral unit, it being impossible to detach the plug or socket from its flexible cord without breaking or destroying the device.

Leaders/Supervisors: Any member of the University who is responsible for supervising staff and/or undergraduate or postgraduate students and/or for leading research projects.

Workers: As defined in the NSW Work Health & Safety Act 2011, workers include employees, conjoints, students on work experience, contractors, sub-contractors and their employees. Staff, conjoints, students on work experience, and contractors may be referred to collectively as workers, or separately as staff, conjoints, students, or contractors.

Competent Person: A person who has acquired the defined qualifications, knowledge and skills required to be proficient in their job and has demonstrated that proficiency in the workplace.

Cord Extension Set: An assembly that consists of a 3 pin plug, a sheathed flexible cord and a cord extension socket to enable attachment of an electrical device.

Electrical Portable Outlet Device (EPOD) or Power Board: A device that has a single means for connection to a low voltage power supply, a flexible cord and one or more outlet facilities to enable attachment of one or more electrical devices. It is preferable to use an EPOD that has an overcurrent protection device i.e. a trip switch.

4. Responsibilities

4.1 Leaders/Supervisors

- Ensure that all University facilities have a process for risk assessing the need for inspection and testing of electrical items;
- Ensure that checking the currency of tested and tagged electrical items is incorporated into local safety inspections.

4.2 Infrastructure and Facilities Management (IFS)

- Coordinate the testing and tagging of electrical equipment as identified by the relevant University facilities.

4.3 Staff, Students and other Workers

- Check the tag on each electrical item before it is used to ensure that the item is still within test dates;
- Do not use the item if the tag indicates it is out of test date.

5. Procedure

5.1 Electrical Equipment which Requires Testing and Tagging

A risk management process is used to identify electrical equipment that is required to be tested and also to note the items which do not require regular testing as they do not pose a risk to the operator.

Testing and Tagging of items shall be undertaken in line with the [IFS Test and Tagging Guidelines](#).

6. Record keeping

Records of inspection and testing of electrical equipment is required as detailed in the WH&S Regulation 2011.

Records of maintenance should be kept throughout the working life of the equipment. Copies are to be retained by the school/unit or IFS.

Records are to include at minimum:

- The date of inspection and/or test
- Clear identification of the equipment tested
- The results of the test (whether the equipment passed or failed)
- The identification of the person carrying out the testing and
- The date retest is due

7. Review

As part of a continuous improvement system this procedure will be reviewed on a regular basis by a competent person e.g. annually to monitor changes in the legislation or Standard (AS3760) which may require revision of this document.

8. References

[UON HSP 4.1 Risk Management](#)

[UON KRA 3.6 Electrical Safety and Isolation](#)