

Key Risk Area (KRA)

KRA 3.7 Electrical Testing and Tagging

1. Purpose

This document provides guidance in relation to testing and tagging of electrical equipment to ensure compliance with the Work Health and Safety Act 2011 (NSW), and regulation 150 of the Work Health and Safety Regulation 2017 (NSW).

2. Scope

This Guideline applies to all health, safety and wellbeing activities of staff, students, visitors (including volunteers and contractors), Council members, and other persons interacting with the University of Newcastle (workers); the operations of staff of University aligned Research Centres and controlled entities; and all activities conducted by or on behalf of the University of Newcastle on and outside of the University's campuses.

3. Guidelines

3.1. Electrical Equipment requiring test and tag

Electrical equipment that is required to be tested and tagged pursuant to the Work Health and Safety Regulation 2017 (NSW) should be identified, as should any electrical items which do not require regular testing, in accordance with the [IFS Test and Tagging Guidelines](#) and [SafeWork NSW Managing Electrical Risks in the Workplace Code of Practice](#).

Testing and tagging of items must also be undertaken in line with the [IFS Test and Tagging Guidelines](#) and in accordance with Guideline [HSG 3.1 Health and Safety Risk Management](#).

IFS or the nominated representative will ensure that contractors conducting electrical testing and tagging have Safe Work Method Statements (SWMSs), Job Safety Analysis (JSAs) or Standard Operating Procedures (SOPs) specific for the work which have appropriate risk elimination or control measures, and which have been signed off by all workers who will be conducting the work. Refer to Guideline [HSG 6.1 Contractor Health and Safety Management](#) for details on further requirements.

3.2. Defective Equipment and Out of Service Tags

An out of service tag is to be used to indicate an item of equipment is defective or unsafe where there are reasonable grounds for believing this, and that the equipment will not be used until cleared for safe operation by an authorised competent person. Refer to [KRA 3.6 Electrical Safety and Isolation](#) for further details.

The following requirements apply to out of service tags:

- An out of service tag will be placed on all defective or unsafe equipment as soon as the defect or safety issue has been recognised;
- The item of equipment will be disconnected or isolated from its energy supply and will not be used or reconnected while the out of service tag is in place. The tag will remain in place at all times while the equipment is defective, unsafe or being worked on;
- The tag will indicate the date and time that it has been applied and the name of the person who placed the tag;
- An out of service tag will only be removed by a competent person once the defect or safety issue has been corrected.

3.3. Record Keeping

Records of inspection and testing of electrical equipment is required as detailed in the Work Health and Safety Regulation 2017 (NSW).

Records of maintenance must be kept by IFS throughout the working life of the equipment and in accordance with Guideline [HSG 7.1 Health and Safety Records and Document Control](#).

Records are to include at minimum:

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

3.4. Review

As part of a continuous improvement system this KRA will be reviewed on a regular basis by a competent person to monitor changes in the legislation and Standard AS/NZS 3760:2022

In-service safety inspection and testing of electrical equipment and RCDs which may require revision of this document.

4. Definitions

In the context of the Health and Safety Management System Framework:

Competent Person	A person who has, through training, qualification or experience, acquired the knowledge and skills to carry out a specified task.
Electrical Equipment	Any equipment that is energised by electricity.
Employer	Means the University of Newcastle (the University).
Executive Committee	Consisting of the Vice-Chancellor, the Deputy Vice-Chancellors, the Pro Vice-Chancellors, the Chief Operating Officer, Chief People and Culture Officer and the Chief Financial Officer, the University Secretary and the President of Academic Senate.
Leader / Supervisor	Any member of the University who is responsible for supervising staff and/or undergraduate or postgraduate students and/or for leading research projects.
Portable Equipment	Equipment which is moved in operation, or an appliance which can be easily moved from one place to another while connected to an electrical supply.
Residual Current Device (RCDs)	An electrical wiring device that disconnects an electrical circuit whenever it detects that the electrical current is not balanced between the energised conductor and the return conductor.
Worker	Includes an employee, conjoint, student on work experience, contractor, sub-contractor, and volunteer. A person is a worker if the person carries out work in any capacity for the University or another person conducting a business or undertaking, including work as: (a) an employee, or (b) a contractor or subcontractor, or (c) an employee of a contractor or subcontractor, or (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking, or (e) an outworker, or (f) an apprentice or trainee, or (g) a student gaining work experience, or (h) a volunteer, or (i) a person of a prescribed class.

5. Responsibilities

A comprehensive list of health, safety and wellbeing responsibilities is provided in [HSG 1.2 Roles and Responsibilities Guideline](#).

Specific responsibilities under this Guideline include:

Infrastructure and Facility Services (IFS)

- Coordinate the testing and tagging of electrical equipment as identified by the relevant University facilities in accordance with this procedure and the requirements of the Work Health and Safety Regulation 2017 (NSW);
- Ensure that portable electrical equipment used by contractors has been tested and tagged.

Leaders and Supervisors

- Ensure that all University facilities have a process for 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.

Health, Safety and Wellbeing Team

- Provide professional input regarding electrical testing and tagging when required.

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.

6. References & Related Documents

The following documentation is referenced in, or applicable to this Guideline:

[HSG 1.2 Roles and Responsibilities](#)

[HSG 3.1 Health and Safety Risk Management](#)

[KRA 3.6 Electrical Safety and Isolation](#)

[HSG 4.2 Health, Safety and Wellbeing Induction, Training and Competency](#)

[HSG 6.1 Contractor Health and Safety Management](#)

[HSG 7.1 Health and Safety Records and Document Control](#)

[IFS Test and Tagging Guidelines](#)

[IFS Permit to Work Procedure](#)

[SafeWork NSW Managing Electrical Risks in the Workplace Code of Practice](#)

AS/NZS 3760:2022 In-service safety inspection and testing of electrical equipment and RCDs

7. Amendment History

Version	Date of Issue	Approval	Section(s) Modified	Details of Amendment
1	September 2015	Director, People and Workforce Strategy	-	Original version
2	October 2023	CPCO	All	1. All sections reviewed for legal compliance 2. Updated content in all sections 3. Added new/renamed Related Documents 4. Added Amendment History 5. Amended document control header and footer

8. Appendices

Nil