

Policy Title: Electrical Safety

Policy Owner: Director, Facilities and Services Centre

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1. INTENT

To support the University's goal of providing and maintaining, so far as is reasonably practicable, a safe and healthy work environment for anyone who may work with or use electrical plant, equipment and installations.

This policy should be read in conjunction with the Electrical Safety Guidelines.

2. ORGANISATIONAL SCOPE

All ECU workers, students, visitors, tenants and University owned or leased buildings, plant and equipment.

3. DEFINITIONS

TERM	DEFINITION
ECU	Edith Cowan University.
ECU Electrical Workers	Licensed electrical workers who are employees of the University and are registered with the Manager, Electrical Services.
Electrical Contractor Works	All work on the electrical installation or on electrical appliances carried out by licensed electrical workers who are employed by an approved contractor registered with the Manager, Electrical Services
Electrical Equipment	Is an electricity conducting or consuming device / apparatus (including the cord) that is connected to or capable of being connected to the electrical installation or generates voltages above extra-low voltage. This term includes both electrical and electronic equipment.
Electrical Installations	All wiring, wiring enclosures switchgear, control and protective gear appliances and any other component permanently connected to, or associated with, the wiring and that is on any

	ECU owned or leased premises to which electricity is, or intended to be, supplied through a distribution network.
Electrical Licence	A licence issued under part 3 of the Electricity (Licensing) Regulations 1991.
Hazard	In relation to a person, anything that may result in injury to the person; or harm to the health of a person.
Reasonably practicable	That which is, or was at a particular time, reasonably able to be done to ensure health and safety, taking into account and weighing up all relevant matters including: <ul style="list-style-type: none"> a) the likelihood of the hazard or the risk concerned occurring b) the degree of harm that might result from the hazard or the risk c) what the person concerned knows, or ought reasonably to know, about the hazard or risk, and ways of eliminating or minimising the risk d) the availability and suitability of methods of work to eliminate or minimise the risk and; e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.
Scope of Works (SoW)	A written instruction that defines the nature of work that the contractor/consultant is to complete and the expected outcomes of the work.
Worker	A person is a worker if the person carries out work in any capacity for ECU, including work as: <ul style="list-style-type: none"> • an employee; • a contractor or subcontractor; • an employee of a contractor; subcontractor; • an employee of a labour hire company who has been assigned to work in the person's business or undertaking; • an apprentice or trainee; • a student gaining work experience; or • a volunteer.

4. POLICY CONTENT

- 4.1 The University will maintain all electrical plant and equipment in accordance with statutory compliance requirements and support this with an annual maintenance program. This is delivered through a combination of planned preventative, corrective, breakdown and or reactive maintenance.
- 4.2 The maintenance program will be reviewed annually as part of the University's maintenance strategy. Planned preventative maintenance is undertaken to ensure electrical plant and equipment operates optimally and in a condition that does not present a risk or cause harm/damage/failure that impacts the delivery of teaching, learning and research.

- 4.3 Where electrical plant and equipment is found to be faulty through inspection and testing or breakdown, corrective maintenance will be arranged to resolve the problem and completed as soon as practicable.
- 4.4 All maintenance to electrical plant and equipment including removal and replacement of plant and equipment will be approved by the University.
- 4.5 The design, specification, construction and commissioning of all new buildings and modification of existing spaces will be completed in accordance with the University [Planning and Design Guidelines](#) to ensure electrical plant and equipment is compliant with relevant industry standards and codes. RCD protection to lighting circuits must be installed to protect the contractors/sub-contractors prior to any modifications or changes to building infrastructure.
- 4.6 All workers, students and visitors are strictly prohibited from working on, or instructing any person to work on electrical plant and equipment unless suitably qualified with an 'A Grade' Electrical License.
- 4.7 Electrical contractors must successfully complete the University [Campus Access Induction](#) (electrical/mechanical module) before undertaking any electrical work.
- 4.8 ECU supplied electrical equipment shall be inspected, tested and tagged, as far as reasonably practicable to ensure it is maintained in a safe condition. In addition:
 - 4.8.1 Tenants/licensees are to ensure that all electrical equipment is tested and tagged on an annual basis.
 - 4.8.2 Personal appliances i.e. radios, hairdryers, mobile phone chargers, laptops are subject to the same testing and tagging requirements as those applied to University owned or leased appliances and shall as far as reasonably practicable, be tested and tagged prior to use on university premises.
- 4.9 ECU staff responsible for purchasing electrical goods are encouraged to adopt the principles included in the University's [Sustainable Procurement Guidelines](#).
- 4.10 All electrical incidents shall be reported and investigated in accordance with ECU's [Incident Reporting and Investigation Guidelines](#).

5. ACCOUNTABILITIES AND RESPONSIBILITIES

- 5.1 The Manager, Buildings and Services has overall accountability for the content of this policy and maintenance of all University assets.
- 5.2 The Manager, Electrical Services provides operational support to ensure all planned, preventative and reactive maintenance is completed without affecting teaching, learning and research.
- 5.3 Schools and Service Centres should take all reasonable and practicable steps to comply with this policy and related procedures and guidelines.

6. RELATED DOCUMENTS:

The policy is supported by the following documents:

[Contractors Policy](#)
[Work Health and Safety Policy](#)
[Electrical Safety Guideline](#)
[Safe Operation of Electrical Equipment and Appliances Work Instruction](#)
[Electrical Workers of ECU Work Instruction](#)
[Electrical Contractors within ECU Work Instruction](#)
[Isolation, Safety Tagging and Locking Work Instruction](#)
[Campus Access Induction](#)
[Incident Reporting and Investigation Guidelines](#)
[Occupational Safety and Health Act 1984](#)
[Occupational Safety and Health Regulations 1996](#)

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Director, Facilities and Services Centre
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8. APPROVAL HISTORY

Policy Approved by:	Director, Facilities and Services Centre Vice-Chancellor
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