



POLICY

Policy Title: Electrical Safety

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1. INTENT

This policy aims to achieve the University's goal in providing and maintaining, so far as is reasonably practicable, a safe and healthy work environment for its workers, students and visitors.

Compliance with all acts and regulations is essential to ensure:

- All workers, students and visitors are protected from the risks of injury caused by electricity;
- The safety of electrical installations, ECU approved appliances and associated electrical equipment.

2. ORGANISATIONAL SCOPE

All ECU workers, students and visitors.

3. DEFINITIONS

TERM	DEFINITION
ECU	Edith Cowan University.
Electrical Equipment/ Appliance	<p>An electricity consuming device or apparatus (including the cable) that is connected to or capable of being connected to the electrical installation. Electrical appliances can be classified into one of the following categories:</p> <ul style="list-style-type: none"> • Portable electrical equipment – equipment that is connected to an electrical supply and intended to be moved when in use e.g. electric arc welder, electric high pressure water cleaner; • Hand-held – portable equipment that is intended to be held in the hand during normal use and the electrical motor forms an integral part of the equipment e.g. electric drill, angle grinder (excludes battery operated equipment); • Movable – an appliance that can be moved readily from one place to another by unplugging from a general purpose outlet, but that is not moved during operation e.g. cathode ray oscilloscope, electronic balance, personal computer, printer, etc. • Fixed/stationary – an appliance which is, in normal use, fastened to a support of otherwise secured in a specific position or is of such size or function as to be difficult or unlikely to be moved from one place to another, e.g. large workshop machinery (lathe, band saw, etc.), oven, refrigerator.
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 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.
Electrical Workers of ECU	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
Hazard	Anything that may result in injury to the person, or harm to the health of a person.
Reasonably practicable	In this context, <i>reasonably practicable</i> means 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: (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 ways 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.
The University	Edith Cowan University.
Works	The whole of the work, including variations, to be executed and handed over to the University according to a contract agreement.
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; or • a contractor or subcontractor; or • an employee of a contractor or subcontractor; or • an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or • an apprentice or trainee; or • a student gaining work experience; or • a volunteer.

4. POLICY CONTENT

4.1 The Manager, Electrical Services of ECU shall be responsible for the maintenance, alteration, addition, testing, and repair of electrical installations and shall maintain a register of all ECU employed authorised electrical workers on campus.

4.2 **All workers, students and visitors** are strictly prohibited from working on, or instructing any person to work on, electrical installations and electrical appliances

or equipment unless suitably qualified to do so, have completed the ECU Campus Access Induction (Electrical/Mechanical module) (<http://cell-lms.com/ECU/>) and have prior approval from the Manager, Electrical Services.

An exemption to the above applies where working on electrical appliances and equipment is central to a teaching and learning course. Faculty and Service Centre staff teaching these courses are to be suitably trained and qualified to do so.

- 4.4 All ECU supplied electrical appliances and equipment shall be inspected, tested and tagged, as far as reasonably practicable, in accordance with [Safe Operation of Electrical Equipment and Appliances Work Instruction](#) to ensure that they are maintained in a safe condition as per table below:

Electrical Appliance	Frequency of Testing
Fridge/Freezer	12 monthly
Microwaves/Convection Oven	12 monthly
Kitchen Appliances e.g. kettles, toasters	12 monthly
Radiator Heaters – APPROVED ONLY	12 monthly
Extension Cords	12 monthly
All Workshop Equipment	6 monthly
Cleaning Equipment e.g. vacuums	6 monthly
ECU IT approved Laptop/Computer Power Supplies	5 yearly
Phone Chargers	12 monthly

Personal appliances i.e. radios, hairdryers are subject to the same testing and tagging procedure for appliances owned or leased by ECU and shall as far as reasonably practicable, be tested and tagged prior to their use on university premises. Staff and students are encouraged to have their personal laptops tested and tagged using an approved person or company.

In both situations above the testing and tagging is the responsibility and expense of the owner.

NB: If in doubt please contact the Manager Electrical Services for clarification.

Staff are encouraged when purchasing electrical appliances to consider the energy rating of the product to assist ECU in achieving a reduction in its carbon footprint.

- 4.5 The aims of specific work instructions defining the roles and responsibilities of University workers, students, and visitors are summarised below and can be accessed from <http://www.ecu.edu.au/fas/procedures/listing.php> :

- a) Work instruction 2.2.3.6 – The Safe Operation of Electrical Equipment and Appliances

This defines the roles and responsibilities of University workers, students and visitors, to assist them in providing a safe environment for all.

- b) Work instruction 2.2.3.5 – Electrical Workers of ECU

This defines the roles and responsibilities of licensed Electrical Workers who are employees of the University and are registered with the Manager, Electrical Services, to assist them in providing a safe environment for all.

- c) Work instruction 2.2.2.3 – Electrical Contractors within Edith Cowan University

This defines the roles and responsibilities of licensed Electrical Workers, to assist them in providing a safe environment for all.

- d) Work instruction 2.2.3.7 – Isolation, Safety Tagging and Locking

Provides a defined system of safe operating procedures for workers when working on the installation, maintenance, cleaning or repair of plant or machinery.

- 4.6 All electrical accidents and incidents shall be reported and investigated in accordance with the [Accident/Incident Investigation Guidelines](#) and the injured person is recommended to seek medical advice immediately.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for:

Policy Owner

The Policy Owner, Manager Electrical Services has overall responsibility for the content of this policy and its operation at ECU.

Faculties and Service Centres

Faculties and Service Centres should take all reasonable and practicable steps to ensure that this policy is complied with. Where “testing and tagging” is not considered reasonable and practicable, a further risk assessment should be undertaken with alternative control measures and appropriate sign off in accordance with the University's Risk Management delegations.

Managers and Supervisors

Managers and supervisors are responsible to ensure that all workers, students and visitors are aware and comply with the provisions of this policy and related procedures.

The technical detail expected to be known to qualified electricians and electronics technicians, such as the requirements of AS 3000, AS 3100, AS 1188, AS3760 and the Local Supply Authority's Service and Installation Rules, have not been repeated in this policy or referenced procedures.

6. RELATED DOCUMENTS:

6.1 The policy is supported by the following work instructions:

- [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](#)
- [Contractors Policy](#)
- [Campus Access Induction](#)

6.2 Other legislation/standards relevant to the operation of this policy are as follows:

- [Work Health and Safety Policy](#)
- [Occupational Safety and Health Act 1984](#)
- [Occupational Safety and Health Regulations 1996](#)
- [Accident and Incident Reporting and Investigation Guidelines](#)
- Australian Standards - AS3000, AS3100, AS1188, AS3760
- Local Supply Authority's Service and Installation Rules

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Manager, Electrical Services
All Enquiries Contact:	Manager, Electrical Services
Telephone:	08 6304 2925
Email address:	p.wyatt@ecu.edu.au

8. APPROVAL HISTORY

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