Equipment, Inspection, Testing and Tagging Procedure

1 Purpose

Ensures the University and its Employees are compliant with legislative requirements in relation to electrical equipment, classes of work, inspection, testing and tagging to provide a safe and productive workplace.

2 Scope

Applicable to all Employees, Students, contractors and visitors while they are at the University.

3 Procedure Overview

The *Work Health and Safety Act 2011* (Qld), requires employers to provide for the health and safety of their Employees. The University has an obligation under its "Duty of Care" to provide as far as is practicable:

- A safe place of work.
- Safe systems of work.
- Safe tools and equipment.

To meet this obligation, all electrical equipment used in the various Classes of Work, will comply with the requirements of the *Work Health and Safety Act 2011* (Qld), *Work Health and Safety Regulation 2011* (Qld), *Electrical Safety Act 2002* (Qld), *Electrical Safety Regulation 2013* (Qld) and relevant Australian Standards.

4 Procedures

4.1 Inspection, testing and tagging

Testing and tagging is to be conducted in accordance with the references and the requirements in the following paragraphs. Where there is a confliction, the higher standard is to be met.

4.2 Construction work

Usually applicable to Facilities Management and/or Contractors Only.

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Please refer to the *Electrical Safety Regulation 2013* (Qld) Section 104 and AS/NZS 3012 (Electrical Installations - Construction and demolition sites).

4.3 Manufacturing Work

All Specified Electrical Equipment used in the defined Manufacturing Work areas, must be inspected, tested and tagged and connected to a Type 1 or Type 2 Residual Current Device, (RCD).

Inspection, testing and tagging of double insulated equipment must be conducted every 12 months and non-double insulated equipment must be conducted every six months.

Portable Safety Switches - are to be tested daily by the operator or before every use, whichever is the longer, and by Facilities Management at intervals of not greater than 12 months. (Note: From 1 March 2008 portable RCDs are no longer allowed in Manufacturing Work.)

Permanent Safety Switches - are to be tested by the operator every six months and by Facilities Management at intervals of not greater than 12 months.

Please refer to the *Electrical Safety Regulation 2013* (Qld) Sections 105 to 110 and Standard AS/NZS 3760.

4.4 Service Work or Office Work

All Specified Electrical Equipment used in Service Work or Office Work areas must be connected to a Type 1 or Type 2 Residual Current Device, (RCD). There is no requirement to test and tag electrical items in these areas if they are connected to an RCD. There are still a few areas within the University that are not protected by RCDs and their tagging and testing schedule is managed by Facilities Management.

Portable Safety Switches are to be tested every three months by the operator and by Facilities Management at intervals of not greater than 12 months.

Inspection, Testing and Tagging of Specified Electrical Equipment of all Classes of Work must comply with the requirements of the *Electrical Safety Regulation 2013* (Qld) Section 111 to 113 and AS/NZS 3760.

4.5 Hiring/lending

Electrical equipment which is hired or loaned from the University must meet the following requirements:

- either be inspected and tested before each hiring or have a safety switch that cannot be disconnected, deactivated or removed during the item's operation and

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- be inspected, tested and tagged every six months.

For UniSQ compliance with this Regulation, the inspection, testing and tagging, must be carried out by a Competent Person and will be the responsibility of the faculty/department.

Records of all inspections of electrical equipment hired or loaned must be kept by the appropriate faculty or department and a copy forwarded to Facilities Management.

4.6 Amusement Work

Prior commencement to the performance of Amusement Work at a workplace refer to the *Electrical Safety Regulation 2013* (Qld) Section 83 Definitions for div 5 to verify the activity as 'Amusement Work'. If the work is to be carried out on an amusement device refer to the *Electrical Safety Regulation 2013* (Qld) Section 114 to 118 and AS/NZS 3760.

4.7 Double adaptors and piggyback plugs

The use of piggy back plugs or double adaptors is prohibited within the University except in performance theatres for the function of powering performance requirements where the following applies:

- double adaptors must not be used:
- the use of piggyback plugs is acceptable only when wired by competent, appropriately trained, certificated and authorised personnel;
- where manufacturing type work occurs such as installing a set both double adaptors and piggyback plugs are not to be used.

4.8 Training

All Employees who require training for conduct of the operator tests are requested to contact the University Safety team or Facilities Management.

4.9 Personal electrical equipment

The owner of **personal electrical equipment** must ensure that it is safe for use and, if required by regulation, have a valid test tag applied prior to it being brought onto University property or used for University purposes.

Electric **fans** must meet the Regulation requirement for guarding safety as well as for electrical safety (e.g. a child's small finger should not be able to fit through the holes in the guard if the child is able to access the fan).

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Personal **fan heaters** must have a thermal cut-out switch and portable bar heaters are prohibited from use on University property.

Electrical items such as coffee makers, electric jugs, sandwich makers, toasters, microwave ovens etc. must be used in the kitchenette areas only as the fire detection system provides for such use.

5 References

Nil.

6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

7 Procedure Information

Accountable Officer	Chief People Officer
Responsible Officer	Director (Health, Safety and Wellbeing)
Policy Type	University Procedure
Policy Suite	Work Health and Safety Policy
Subordinate Schedules	
Approved Date	29/8/2024
Effective Date	29/8/2024
Review Date	29/8/2029
Relevant Legislation	*Electrical Safety Act 2002* (Qld) *Electrical Safety Regulation 2013* (Qld) Standard, AS/NZS 3760 and AS/NZS 3012 *Work Health and Safety Act 2011* (Qld)
Policy Exceptions	Policy Exceptions Register
Related Policies	
Related Procedures	Work Health and Safety Management System Framework

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Related forms, publications and websites	Laboratory Safety Manual Work Health and Safety Management System Framework
Definitions	**Terms defined in the Definitions Dictionary**
	Employee A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University. Procedure An operational instruction that sets out the process to operationalise a Policy. Student A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled. University The term 'University' or 'UniSQ' means the University of Southern Queensland.
	Definitions that relate to this procedure only
	Amusement Work Please refer to the *Electrical Safety Regulation 2013* (Qld) Section 97 Definitions for div 6. **Class 1 work** Means: 1. construction-type work; or 2. work done in conjunction with construction-type work.

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Class 2 work

Means the work of assembly, fabrication, installation, maintenance, manufacturing, refurbishment or repair, but does not include work that is class 1 work.

Class 3 work

Means work that is not class 1 work, class 2 work or class 4 work.

Class 4 work

Means office work

Construction Work

For Construction Work please refer to *Work Health and Safety Act 2011* (Qld) usually conducted by Facilities Management or Contractors.

Also please refer to the *Electrical Safety Regulation 2013* (Qld) Section 97 Definitions for div 6.

Hiring and Lending

For the purposes of these Procedures, any electrical item that is loaned from the University must meet the same standard as items that are hired.

Please refer to the *Electrical Safety Regulation 2013* (Qld) Section 194.

Manufacturing Work

Faculty of Arts

1. Q2 Block, Arts Workshop

Facilities Management

1. O2 Block, Workshops

Distance and e-Learning Centre

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1. Electronics Workshop
2. Studio Workshop

Faculty of Engineering and Surveying

1. Z Block, Z209 Energy Systems Workshop
2. Z Block, Z217 Electronics Workshop
3. Z1 Block, Concrete Testing Workshop
4. Z4 Block, Engineering Workshop
5. P1 Block, Agricultural Field Station
6. P3 Block, Workshop
7. P4 Block, Workshop
8. P10 Block, Workshop
9. P12 Block, Workshop
10. P2 Block, Workshop
11. P11 Block, Workshop

Faculty of Sciences

1. U Block, Sciences Workshop
2. W Block, W419 Psychology Workshop

Please refer to the *Electrical Safety Regulation 2013* (Qld) Section 97 Definitions for div 6.

Service Work or Office Work

All other University work areas.

Please refer to the *Electrical Safety Regulation 2013* (Qld) Section 97 Definitions for div 6.

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	Specified Electrical Equipment Please refer to the *Electrical Safety Regulation 2013* (Qld) Section 97 Definitions for div 6.
Keywords	Testing, tagging, electrical equipment
Record No	13/318PL

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