

ELECTRICAL SAFETY

POLICY

Rationale:

School Councils have a duty of care to provide a safe workplace for staff, students and visitors. This obligation includes the provision, regular testing and maintenance of safe electrical equipment.

Aims:

To provide safe electrical equipment for staff, students and visitors to use.

Implementation:

- Electrical equipment, including leads and cables, will be routinely tested and tagged as required by a competent trained and qualified person to the AS/NZS 3760:2001 Electrical Safety Standard.
- All safety switches (Residual Current Devices) will be tested by an 'A' grade electrician.
- All electrical equipment, including leads and cables will be tested and tagged prior to initial use, as well as after being serviced or repaired.
- All school notebooks and staff leased notebook computers will also be tested and tagged as required by the Standard.
- Regular testing of equipment will form part of the school's annual inspections and servicing contracts.
- A recording system with dates and results of tests form an important component of annual testing, and will be stored in the school office for referral.
- Staff members will treat all electrical equipment including leads and cables with care.
- Staff members who notice damaged, worn or abused electrical equipment must ensure that the equipment is not used, and report the incident to the Occupational Health and Safety officer immediately.
- The school will endeavour to ensure that cables and leads are minimised, and are appropriately fixed to walls etc to minimise flexing and potential abuse.
- The school will maintain a supply of tested and tagged electrical cables, leads and power boards for use as required.
- School Council will include within its annual budget, an appropriate amount for annual testing and tagging of electrical equipment as required.
- Electrical equipment not owned by the school can only be used at the school after it has passed testing.

Evaluation:

This policy will be reviewed in line with best practice and DEECD guidelines.