



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, computers, iPads etc. 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.
- 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 DET guidelines.

REVIEW CYCLE

This policy was last updated in **September 2019** and is scheduled for review in **September 2022**.

Endorsed by School Council in September 2019.