



ELECTRICAL SAFETY POLICY

RATIONALE

School Council has 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 annually.
- All school notebooks, computers, iPads etc. will also be tested and tagged annually.
- Annual 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.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff handbook/manual
- Hard copy available from school administration upon request

EVALUATION

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	September 2022
Consultation	OHS Representative/Business Manager Principal/School Council
Approved	November 2022
Next scheduled review date	September 2025