

QSCU OHS&R MANAGEMENT SYSTEM

PROCEDURE 21 – Electrical Safety

1. PURPOSE

This procedure defines requirements to protect the safety of all personnel operating on or working in the vicinity of electrical equipment on company controlled sites.

This procedure applies to all electrical installations including plants, construction sites and offices.

2. MANDATORY REQUIREMENTS

1. A Responsible Electrical Person (REP) (i.e. Building Manager, Contract Electrician) shall be appointed to advise management on electrical safety and to assume responsibility for application of the requirements of this Procedure.
2. The REP shall ensure that electrical equipment is maintained to avoid danger to personnel and property.
3. All electrical installations, including offices and construction sites, shall comply with:
 - the requirements of the local statutory electrical authority,
 - the requirements of Australian Standard AS 3000, and
 - the requirements of this procedure.
4. Electrical equipment shall be designed, manufactured, installed and tested/inspected in accordance with applicable legislative requirements and Australian Standards, as specified by the REP.
5. Electrical equipment shall be equipped with means for effective isolation.
6. The following categories of electrical equipment shall be subject to registration and or inspection at defined intervals:
 - High risk portable and transportable equipment including non-mains powered equipment
 - equipment, where the failure of which could give rise to a hazardous situation (e.g. static earthing leads),
 - Other equipment, as specified by local statutory authorities and/or the manufacturers (e.g. emergency and exit lighting, residual current devices, smoke detectors, fire / heat detectors etc.).
7. The registration and recording of such equipment shall include:

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- allocation of a unique identification;
 - a system for displaying the next due examination date and any overdue examinations
8. The REP shall ensure that registered equipment is examined at the prescribed intervals and the required inspection and maintenance records and records of any repairs are retained in the plant / equipment history file.
 9. All electrical work shall be conducted by an experienced, qualified, licensed and appropriately insured electrical contractor and a Hazard Control Plan shall be obtained from that person(s) prior to commencing any electrical work.
 10. Access to, and work on or in the vicinity of High Voltage equipment and systems shall be effectively controlled to prevent electrocution.
 11. Current electrical distribution system records shall be readily accessible to electrical staff who are to perform work on behalf of QSCU.
 12. All Low Voltage electrical circuits shall be provided with a means of effective isolation. Equipment/power outlets and their means of isolation shall be clearly, permanently and unambiguously labeled to indicate their corresponding points of isolation.

Effective isolation requires all of the following:

- Sufficient electrical contact separation;
 - Physical means to prevent the unauthorised, inadvertent or accidental removal of the isolation;
 - Clear, permanent and unambiguous labeling; and
 - Checking/proving isolations.
13. Plant and equipment shall be effectively isolated from all sources of electrical power whenever and wherever personnel, including contractors, are required to work where they may be exposed to danger from:
 - moving unguarded machinery;
 - exposed electrical conductors; or
 - other dangers if electrical power was applied.
 14. Prior to authorising work to commence, each isolation shall be:
 - tagged;
 - adequately secured to prevent the isolation being overridden in an unauthorised, inadvertent or accidental way; and
 - checked, or in the case of electrical work, conductors shall be proven dead.

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15. Tags shall be applied at each point of isolation to indicate
 - the purpose of the isolation;
 - the date of isolation; and
 - the person who performed the isolation.
16. All employees and relevant Contractors who are involved in the design, installation, commissioning, operation, examination and testing and modification of electrical equipment shall comply with this procedure
17. OHS&R training records shall be retained indefinitely.
18. Regular reviews of this procedure shall be conducted to ensure compliance with the mandatory requirements.

3. RESPONSIBILITIES

Responsible Manager

Ensure compliance with this procedure

4. REFERENECE DOCUMENTATION

- A. AUSTRALIAN AND NEW ZEALAND OHS&R LEGISLATION
- B. AS 3000 – 1991 (SAA Wiring Rules)