

QSCU OHS&R MANAGEMENT SYSTEM

PROCEDURE 22– Portable Electrical Equipment

1. PURPOSE

This procedure describes controls for the safe use of mains and self powered portable electrical equipment on company controlled sites.

2. MANDATORY REQUIREMENTS

1. A list of all relevant potential high risk work related portable electrical equipment shall be established in conjunction with the Responsible Electrical Person (REP) (i.e. Building Manager, Contract Electrician).
2. All identified high risk work related portable electrical equipment shall be registered, inspected, tested and tagged prior to its initial use and prior to return to service following repair / maintenance, and subjected to periodic safety inspections, unless exempted in writing by the Responsible Electrical Person (REP) i.e. Building Manager / Contract Electrician.
3. All other portable electrical equipment shall be inspected prior to its initial use and prior to return to service following repair / maintenance, and subjected to periodic safety inspections, unless exempted in writing by the Responsible Electrical Person (REP) i.e. Building Manager / Contract Electrician.
4. Except where exempted by the (REP), plug in portable equipment which is connected to a supply above Extra Low Voltage (including equipment supplied from a generator or welding set) shall be protected by a Residual Current Device (RCD).
5. RCD protection shall be provided during repair / maintenance of portable electrical equipment at all times while the equipment is connected to a power supply above Extra Low Voltage, irrespective of whether power is switched ON or OFF.
6. RCD's shall comply with the relevant Australian / New Zealand Standards i.e. AS/NZ 3190.
7. Double adaptors, piggy back plugs, and similar fittings shall not be used to supply portable electrical equipment.
8. Any damaged, faulty or doubtful electrical equipment, including RCD's, flexible cables, cords and power points (GPO's), shall be immediately withdrawn from service and or replaced by a qualified electrician. Where contact with electricity may occur, this shall be conducted by a qualified electrician.
9. Contractors who use portable electrical equipment on sites controlled by QSCU, shall ensure that such equipment is inspected, tested and tagged, and that the tags are current, prior to its use on site.
10. RCD's, both fixed and portable devices, shall be inspected, push button tested, checked and calibrated prior to first use and at intervals defined by the (REP).

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11. Where required, all inspections, testing and tagging shall be performed by qualified electricians as authorised by the (REP).
12. The inspection/approval status and/or next inspection date of all high risk portable electrical equipment shall be readily identifiable to users. i.e. a tag
13. Inspection and test results and repair / maintenance records including hired/contractor equipment shall be retained indefinitely.
14. Portable electrical equipment shall comply with the relevant Australian / New Zealand Standards and shall be double-insulated.
15. OHS&R training records shall be retained indefinitely.
16. 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. REFERENCE DOCUMENTATION

- A. AUSTRALIAN AND NEW ZEALAND OHS&R LEGISLATION

5. FORMS

- A. REGISTER OF HIGH RISK PORTABLE ELECTRICAL EQUIPMENT & TYPICAL SCHEDULE FOR TESTING / INSPECTION