

Electrical Installation and Equipment Policy

Policy Statement

It is the Policy of SOLAR MECHANICAL SERVICES to ensure that, where reasonably practicable, all electrical circuits, other than lighting, are protected by a non-portable Residual Current Device (RCD). Moveable electrical equipment must be inspected, tested where appropriate and tagged to demonstrate the inspection and testing is in accordance with AS/NZS 3760 - In Service Safety Inspection and Testing of Electrical Equipment.

Some existing circuits will take time to be upgraded to non-portable RCD protection. Therefore, until this occurs, all moveable electrical equipment connected to non-protected circuits must be used in conjunction with an approved portable RCD.

No employee, contractor or visitor will use moveable electrical equipment which does not display a valid inspection tag.

Definitions

"Competent Person" means an employee or approved contractor who holds a current Electrical Worker's Licence and has been appointed, in writing by the company, to undertake new electrical installations, make alterations and repairs, to conduct inspections, perform tests and apply inspection tags.

"Moveable Electrical Equipment" includes (but is not limited to) all moveable electrical powered hand tools; extension leads; power boards and outlets; workshop equipment, including mobile air compressors, lead lights etc.; computer equipment in use or under repair, test or trial; kitchen appliances (portable) and tools; overhead projectors and like equipment; office amenities such as kettles, toasters, heaters; bar radiators; vacuum cleaners; and all other electrically powered equipment.

Company Responsibilities

The PCBU is responsible for:

- Ensuring that all new electrical work is performed in accordance with the current work health and safety regulations 2021 SA (WH&S Regulations), Australian standards and related legislation and guidelines.
- Installing non-portable RCS's to existing electrical circuits where reasonably practicable
- Ensuring appropriate documentation and records such as Certificates of Compliance for all new electrical work performed, and test results of RCD's
- Appointing, in writing, persons or organisations approved by them to carry out electrical work on company premises, or with moveable electrical equipment owned or under the control of the company.
- Providing the resources to meet the needs of this policy and related legislative requirements.
- Arrange for the regular inspection and testing of electrical equipment!
- Conducting risk assessment in accordance with WH&S regulations and implementing appropriate controls following consultation with those affected.

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- ensure training of staff in safe work practices relating to the use of electricity and electrical appliances.

Employee Responsibilities

Employees are responsible for:

- using electrical equipment in a safe and responsible manner.
- ensuring all electrical equipment (purchased, hired, leased or otherwise) obtained for use is inspected by an approved person and suitably tagged before it is made available for use.
- conducting pre-use visual checks of electrical equipment to ensure tags are in place and that equipment is safe to use.
- operating only equipment for which they have been trained.
- not making any alterations or repairs to electrical equipment unless they are authorised in writing by the company to make such alterations or repair.
- conducting "before first used" tests on in-built test facility of portable RCD's.
- reporting immediately to their manager any fault with the equipment being used.
- placing a "Danger Tag" or "Out of Service Tag" on any faulty equipment.

Designated Competent Persons Responsibilities

The approved, competent person is responsible for:

- thoroughly and competently inspecting equipment submitted for inspection, and for conducting appropriate and required testing of the same.
- advising the company of all and any test results and providing documentation of the same.
- advising the company of the status of equipment so inspected or tested.
- removing from service equipment which, in their opinion, does not meet the required operational standards.

David Scarcella
Chief Executive Officer

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