

 <p>St Martin's College</p>	<p style="text-align: center;"><b><i>ELECTRICAL EQUIPMENT</i></b></p> <p><b><i>Date Approved by Board: 1<sup>st</sup> December 2006</i></b></p> <p><b><i>Updated: 13<sup>th</sup> June 2014</i></b></p>
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## **Policy**

All electrical equipment and plant will be used appropriately and maintained in a safe working manner.

## **Procedures**

1. Residual Current Devices (RCD's) – safety switches are installed in each cottage.
2. The RCD's are to be tested every annually and the tests documented as specified in AS3760.
3. Double adaptors and piggyback plugs are not to be used within the College.
4. It is recommended that when unplugging electrical appliances the power point should be switched off then the plug removed by holding the plug and removing. In no circumstance should the plug be removed by pulling on the cord.
5. Australian Standard power boards can be used if they have a cut off switch.
6. When using a power board that does not have inbuilt switches always switch "off" powered devices before removing them from the power board. Failure to do so may result in arcing, electrocution or electrical fire.
7. When an extension cord is required on a temporary basis, no more than one extension cord should be used. The extension cords should have transport moulded plugs and should be positioned so that they cannot become wet or damaged or become a trip hazard.
8. When an electrical fault is detected the appliance should be immediately withdrawn from service and tagged "out of service" and a hazard report completed.
9. All electrical cords and cord-connected equipment should be subject to in-service safety inspection and testing and tagging as specified in AS3760. Electrical items owned by students must be "tested and tagged"– it is the student's responsibility to organise this and is required to be done annually.
10. The following schedule should be followed for testing and tagging:
  - a) Earthed equipment – tested every two years
  - b) Double insulated equipment – tested every two years
  - c) RCD's – tested every 12 months
  - d) Vacuum cleaners – tested every 6 months if earthed or every 12 months if double insulated.
  - e) Office equipment that is not subject to cords being moved or flexed – tested every 5 years.
11. St Martin's College is to keep an on-site copy of Test Tag records.
12. Electrical equipment when not in use should be switched off.
13. A registered electrician should carry out all electrical repairs.
14. Employees must be trained in safe use of all electrical equipment.
15. The following safety advisement is to displayed on the noticeboard of each cottage:

## Electrical Safety in St Martin's College

- Electrical equipment not being used should be switched off.
- No Double adaptors or piggyback plugs are to be used.
- When unplugging an item from a power point or power board, first switch off the power then remove the plug by holding the plug and pulling. Do not pull a plug out by holding the cord.
- Power boards are required to meet Australian safety standards and must have a cut-off switch. Ideally they should also have inbuilt switches for each power outlet.
- During thunderstorms it is recommended that all electrical items be turned off and unplugged, and that telephones not be used.
- All electrical items used in the college must be "Tested and Tagged". It is the student's responsibility to do this for all personal electrical items.

