

ELECTRICAL EQUIPMENT USE PROCEDURE



CONTENTS

1	PURPOSE.....	1
2	SCOPE.....	1
3	PROCEDURE	1
	New and/or personal electrical equipment.....	1
	Specific electrical equipment information.....	2
	Sale and/or disposal of electrical equipment	2
4	RESPONSIBILITIES	3
	Compliance, monitoring and review	3
	Reporting.....	3
	Records management.....	4
5	DEFINITIONS	4
6	RELATED LEGISLATION AND DOCUMENTS.....	4
7	FEEDBACK.....	4
8	APPROVAL AND REVIEW DETAILS.....	5

1 PURPOSE

- 1.1 CQUniversity has an obligation to provide a work environment without risks to health and safety, so far as is reasonably practicable including eliminating or minimising the risks associated with the use of electrical equipment.
- 1.2 This procedure outlines CQUniversity's expectations for the use of electrical equipment.

2 SCOPE

- 2.1 This procedure applies to employees, students, contractors and visitors in CQUniversity operations and activities, including work activities that are conducted off-site.

3 PROCEDURE

New and/or personal electrical equipment

- 3.1 New electrical equipment should be inspected by the purchaser at the time of purchase to identify any obvious damage to the item and wiring.
- 3.2 The use of personal electrical equipment (not owned by the University) must be approved by the head of the organisational area. All personal equipment must be in good condition and any repairs are at the expense of the owner.
- 3.3 Where electrical equipment is to be used in hazardous atmospheres or wet areas, (laboratories, flammable/chemical stores) the [Electrical Risk Assessment and Inspection Record](#) shall be completed by the employee responsible for the equipment, and finalised by the organisational area supervisor. Consideration will be given to any available formal in-house electrical safety procedures (e.g. laboratory settings, workshop setting, etc.). The completed form shall be kept by the organisational area and a copy forwarded to the Facilities Management Directorate and Occupational Health and Safety Unit.
- 3.4 Electrical equipment will be tested and tagged in accordance with the [Test and Tag Procedure](#).

- 3.5 Residual Current Devices (RCDs) are on most of the power circuits within the University. Electrical equipment will be used on a circuit protected by an RCD.
- 3.6 Electrical equipment shall be used only for its designated purpose in accordance with the manufacturer's instructions.
- 3.7 Electrical equipment will be positioned to prevent damage to the equipment, or at least protected if there is a likelihood of damage (e.g. by people, vehicles, other machinery etc.).
- 3.8 Where possible, electrical equipment will have thermal overload protection that will shut-down the equipment in the case of equipment failure (i.e. 'failsafe').
- 3.9 Any work that involves changes and/or alterations to building electrical installations must be undertaken and managed by the Facilities Management Directorate. No other organisational area within the University has authority to undertake or commission such works.

Specific electrical equipment information

- 3.10 The below equipment is categorised as 'specified electrical equipment'.

Electrical Equipment	Status	Hazard
Double adaptors	Prohibited	Connections working loose Overheating Contact with live terminals
Piggy-back plugs	Prohibited unless the equipment was provided by the manufacturer. Retrofitting is not permitted.	Connections working loose Overheating
Multi-outlet power boards/electrical portable outlet device (EPOD)	Conditional (see below)	
Electrical extension leads/cord set or cord extension set	Conditional (see below)	

- 3.11 The use of multi-outlet power boards and/or EPODS must comply with the following risk management strategies:
 - include '10 amp-current' overload protection and individual switches for each power outlet
 - where reasonable, be mounted clear of workbenches and the floor where the unit can be kicked or damaged
 - unless otherwise detailed, will not be used in wet areas or where there is a possibility of contact with water and/or moist conditions
 - will not be coupled to another EPOD, and
 - will not be used with high current devices (e.g. room air-conditioning units, urns, hot water jugs, etc.).
- 3.12 The use of cord extension sets must comply with the following risk management strategies:
 - will be an appropriate length and current rating for the intended use
 - will be fully extended when in use (not coiled)
 - will not be covered (mats etc.) except for approved trip hazard protection and
 - will not present as a tripping hazard (across an aisle or corridor etc.).

Sale and/or disposal of electrical equipment

- 3.13 Electrical equipment deemed surplus to University requirements that is offered for sale or disposal must comply with the relevant industry guidelines regarding the sale of second-hand electrical equipment.

- 3.14 Electrical equipment deemed by the University to be discarded (e.g. dumped, used for parts) must be rendered inoperable (e.g. electrical supply cord removed) to prevent use. The item must be discarded in a manner to discourage retrieval.

Hire of electrical equipment

- 3.15 CQUniversity will only hire electrical equipment from reputable external hire companies. The electrical equipment must have a current electrical test tag attached prior to receipt from the hire company and must remain current for the expected duration of the hire. Test and tag must be adhered to in accordance with the [Test and Tag Procedure](#).
- 3.16 Electrical equipment that is hired from CQUniversity to others must have a current electrical test tag attached prior to collection by the hirer, and must remain current for the expected duration of the hire. Test and tag must be adhered to in accordance with the [Test and Tag Procedure](#).

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 Management, employees, students, contractors and visitors at CQUniversity worksites (including any work activities that are conducted off-site) have a duty to take reasonable care for their own health and safety and must not adversely affect the health and safety of other persons. They must comply with relevant instruction and cooperate with any reasonable legislation or policy document relating to health and safety at the workplace. For further information on an individual's roles and responsibilities for safety and health, refer to the [Work Health and Safety Roles and Responsibilities Procedure](#).
- 4.2 The Director Facilities Management and the Facilities Management Directorate are responsible for implementing, monitoring and ensuring compliance with this procedure.

Reporting

- 4.3 Serious electrical incidents or dangerous electrical incidents are defined by legislation. This reporting procedure ensures the safety of individuals and compliance with legislative requirements.
- 4.4 The below reporting requirements will be followed during a serious electrical incident or dangerous electrical incident.

Individuals

- 4.5 Initiate urgent corrective action to ensure the safety of all for electrical incidents deemed to have potential to cause injury or results in an individual being injured. This may include calling emergency services directly as required.
- 4.6 Once corrective action undertaken, report the incident to the work area supervisor.
- 4.7 Once assessed by the work area supervisor, report the incident to the Manager Safety and Wellbeing (or nominee) and the Director Facilities Management (or nominee).

Work area supervisor

- 4.8 Assess the corrective actions, re-assess the situation to ascertain the safety of all, and ensure the preservation and security of the site for relevant authorities.

Director Facilities Management and Manager Safety and Wellbeing

- 4.9 Conduct the preliminary investigation and initiate immediate corrective actions to eliminate the risk (e.g. engaging a licensed electrical contractor to conduct repairs, notifying the appropriate authorities).
- 4.10 Investigate and compile the necessary incident reports.

Records management

- 4.11 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.12 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).
- 4.13 Facilities Management Directorate will maintain and hold records for scheduling of testing and tagging of electrical equipment and outcomes.

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).
- 5.2 Other definitions in relations to Work Health and Safety can be located in the respective legislative documentation (e.g. Work Health and Safety Act, Work Health and Safety Regulations, Codes of Practice, Guides).

6 RELATED LEGISLATION AND DOCUMENTS

Australian Standard AS/NZS 3012:2010 Electrical installations – construction and demolition sites

Australian Standard AS/NZS 3760-2020 In-service safety inspection and testing of electrical equipment

[Contractor Occupational Health and Safety Management Procedure](#)

[Electrical Equipment Risk Assessments and Inspections Records](#)

[Electrical Safety Act 2002](#) (Qld)

[Electrical Safety Code of Practice 2013 – Managing electrical risks in the workplace](#)

[Electrical Safety Regulation 2013](#) (Qld)

[Test and Tag Procedure](#)

[Work Health and Safety Act 2011](#) (Qld)

[Work Health and Safety Regulation 2011](#) (Qld)

[Work Health and Safety Roles and Responsibilities Procedure](#)

[Workplace Health and Safety Electrical Safety Office Guidelines \(sale of second-hand equipment\)](#)

7 FEEDBACK

- 7.1 Feedback about this document can be emailed to policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Delegated Approval Authority	N/A
Advisory Committee	University Management Committee
Required Consultation	N/A
Administrator	Director Facilities Management
Next Review Date	24/11/2023

Approval and Amendment History	Details
Original Approval Authority and Date	Vice-Chancellor and President 04/07/2011
Amendment Authority and Date	Vice-Chancellor and President 24/11/2020; Editorial amendment 05/01/2021; Editorial amendments 05/01/2023
Notes	This document was formerly known as the Safety Health Environment WorkCover Sustainability (SHEWS) Electrical Equipment Use Procedure (last approved 04/07/2011).