

# ELECTRICAL SAFETY POLICY



## CONTENTS

1	PURPOSE.....	1
2	SCOPE.....	1
3	POLICY STATEMENT .....	1
4	RESPONSIBILITIES .....	1
	Compliance, monitoring and review .....	1
	Reporting.....	2
	Records management.....	2
5	DEFINITIONS .....	2
6	RELATED LEGISLATION AND DOCUMENTS .....	3
7	FEEDBACK.....	3
8	APPROVAL AND REVIEW DETAILS.....	3

## 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. This policy outlines how CQUniversity will meet or exceed obligations under current legislation to eliminate or minimise exposure to electrical hazards.

## 2 SCOPE

- 2.1 This policy applies to CQUniversity employees, students, contractors and their employees, and all visitors whilst at CQUniversity worksites, including individuals participating in work activities that are conducted off-site.

## 3 POLICY STATEMENT

- 3.1 Electrical work, repairs, and/or maintenance, no matter how minor the task, will be undertaken by a licensed electrician, in accordance with current relevant legislation, and engaged by the Facilities Management Directorate (DFM) or other authorised business area.
- 3.2 Contractors or other service providers engaged to undertake work at University worksites does not absolve the University of its responsibilities and obligations as an employer. There remains a statutory duty for the University to ensure its workplace is safe, so far as is reasonably practicable, regardless of any contractual terms and conditions.
- 3.3 Refer to the [Contractor Occupational Health and Safety Management Procedure](#) for further information.
- 3.4 Where a formal written agreement for property/space exists for University use, consideration will be given to the terms and conditions of that agreement. However, only a licensed electrician will undertake such work, and not any alternative considered as a 'competent person' such as the holder of a 'test and tag' qualification.

## 4 RESPONSIBILITIES

### Compliance, monitoring and review

- 4.1 Management have a duty to exercise due diligence to ensure that the University complies with relevant legislation (e.g. Work Health and Safety Act, Work Health and Safety Regulations, Codes of Practice, Guides).

- 4.2 Employees, students, contractors and their employees, and visitors at University worksites (including 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 any reasonable instruction and co-operate with any reasonable policy or procedure relating to health and safety at the workplace.
- 4.3 Safety and Wellbeing will assist management and others to facilitate compliance, monitoring and review. Refer to [Work Health and Safety Roles and Responsibilities Procedure](#).
- 4.4 The Facilities Management Directorate will fund, coordinate, monitor and report on 'test and tag' requirements as per the Australian Standards for equipment under its control (including all specialised and plug-in equipment).

## Reporting

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

## Individuals

- 4.7 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.
- 4.8 Once corrective action undertaken, report the incident to the work area supervisor.
- 4.9 Once assessed by the work area supervisor, report the incident to the Safety and Wellbeing Manager (or nominee) and the Director Facilities Management (or nominee).

## Work area supervisor

- 4.10 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

- 4.11 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).

## Safety and Wellbeing Manager and Director Facilities Management:

- 4.12 Investigate and compile the necessary incident reports.

## Records management

- 4.13 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.
- 4.14 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](mailto:records@cqu.edu.au)).

## 5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

- 5.2 Other definitions in relation 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 3760:2010 In-service safety inspection and testing of electrical equipment

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

[Electrical Equipment Use Procedure](#)

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

[Electrical Safety Code of Practice 2021 – Managing Electrical Risks in the Workplace](#) (WorkSafe Qld)

[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](#)

## 7 FEEDBACK

- 7.1 Feedback about this document can be emailed to [policy@cqu.edu.au](mailto: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 People and Culture
Next Review Date	16/03/2024

Approval and Amendment History	Details
Original Approval Authority and Date	Planning and Development Committee 17/10/2003
Amendment Authority and Date	Health and Safety Committee 3/03/2014; Vice-Chancellor and President 4/07/2011; Vice-Chancellor and President 07/03/2018; Editorial amendment 23/11/2020; Director People and Culture 16/03/2021; Editorial amendments 10/01/2023.
Notes	This document was formerly known as the Electrical Safety Procedure (last approved 03/03/2004) and the Safety Health Environment Workcover and Sustainability (SHEWS) Working with Electricity Procedure (last approved 4/07/2011).