

1. Purpose

To describe the process of identification and control of risks associated with electrical hazards at workplaces / sites at the City of Greater Dandenong (CGD).

2. Scope

This procedure applies to all employees, contractors and volunteers at CGD workplaces.

3. Definitions

Competent Person: A person who has acquired through training, qualifications or experience the knowledge, skills and ability to carry out the task in a safe manner, meeting organisational expectations.

Health and Safety Representative (HSR): An employee elected by the Designated Work Group (DWG) to represent them on matters relating to OHS.

Risk Assessment: The process of determining the likelihood and consequence of injury, disease, illness or damage arising from exposure to a hazard. If there are existing risk controls already in place, an assessment of risk considers the reliability and robustness of these existing risk controls when determining the inherent residual risk level/score.

Safe Operating Procedure (SOP): A document that provides step by step guidance for workers completing a specified task so that health and safety is maintained.

SOPs state the potential hazards and the precautions that need to be taken.

4. Responsibilities

For general OHS responsibilities refer to the CGD OHS Responsibility Procedure. Team Leader Risk Management & OHS is responsible for:

- ensuring the Procedure is implemented and reviewed, as required.

Managers are responsible for:

- implementing the Procedure in their area of responsibility;
- ensuring persons comply with electrical control hazard requirements.

5. Procedure

5.1 Identification of Electrical Hazards

All electrical hazards must be identified, assessed and controlled.

Identification can occur through:

- safety audits of electrical equipment;
- type and conditions of use;
- risk assessments. Refer to the CGD OHS Risk and Change Management Procedure;
- feedback from employees, contractors, etc.

5.2 Control of Electrical Hazards

The Manager and/or Supervisor, in consultation with the HSR and employees are to ensure suitable controls are selected and implemented where electrical risks are identified. Refer to the CGD OHS Risk and Change Management Procedure.

5.3 Electrical Equipment

5.3.1 Equipment Register

The Manager or their nominated representative will maintain a register detailing testing and servicing records.

5.3.2 Inspection and Testing

The Manager or their nominated representative will ensure electrical testing is carried out by a competent person in accordance with the current Australian Standard *AS/NZS 3760 In-service safety inspection and testing of electrical equipment*.

Refer to Appendix A for indicative testing periods.

5.3.3 Purchase and Use

Purchase of electrical equipment should be risk assessed. Refer to the CGD OHS Purchasing Goods Procedure.

Prior to use, all electrical equipment should be checked for physical damage and any faulty equipment isolated as per the CGD OHS Lock Out Tag Out (LOTO) Procedure.

Persons using electrical equipment must follow the manufacturer's instructions and SOPs.

5.4 Electrical Work

At CGD all electrical work must be carried out by a licensed and competent person.

5.5 Reviewing Risks

Control measures should be reviewed at regular intervals, or after an incident, to make sure that they have the desired effectiveness in reducing the likelihood and/or consequences of the risks associated with electrical hazards.

The Manager or their nominated representative are to review controls to ensure effectiveness in reducing risks to an acceptable level.

6. References

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

Code of practice Worksite Safety – Traffic Management, Road Management Act 2004

7. Related Documents

CGD OHS Responsibility Procedure

CGD OHS Risk and Change Management Procedure

CGD OHS Safety in Design Procedure

CGD OHS Document Control Procedure

OHS Consultation, Communication and Issue Resolution Procedure

8. Document History

Version Number	Issue Date	Approved	Description of Change
0.1			1 st Draft from MAV/JLT
0.2		10.10.2019	Accepted by OHS Policy Sub-Committee
0.3		18.11.2019	14 Day Employee Consultation
1.0		November 2019	Approved by OHS Oversight Team

Appendix A: Indicative testing periods for electrical equipment

Environment / Equipment	Test period for electrical equipment including Class I and Class II and cords
Places of manufacture, assembly, maintenance or fabrication – e.g. factories or workshops	6 months
Office environment where the equipment or supply flexible cord is subject to flexing in normal use and/or open to abuse and/or is in a hostile environment	12 months
Office environment where the equipment or supply cord is not subject to flexing in normal use, is not in hostile environment or open to abuse	5 years
Commercial cleaning equipment	6 months
Hired equipment	Prior to hire test every 3 months
Repaired, serviced and second-hand equipment	After repair or service which could affect electrical safety, or on reintroduction to service