

# INSPECTION TESTING AND TAGGING OF PLUG-IN ELECTRICAL EQUIPMENT

## Electrical Safety Requirements of the Legislation

As part of the regulation involving employers, employees and electricity, Occupational Health and Safety have set out the following guidelines.

*An employer must ensure that any risk of injury from electricity at a place of work is eliminated or, if elimination is not reasonably practical, the risk is controlled (Clause 64 Of the OHS Regulation 2001)*

To fulfil this obligation the regulation requires employers to ensure that:

- ▲ All electrical installations, electrical articles and associated equipment at a place of work are safe to use and are regularly inspected, tested and maintained to ensure they remain safe for use and are repaired or replaced if unsafe.

**Electrical installations** includes electrical appliances, wires, fittings or other apparatus in the workplace premises that are used for the conveyance, control & use of electricity such as control panels and switch- rooms.

Employers and controllers (owners) of premises must ensure that any electrical article provided for use at, or in connection with any electrical installation at, a place or work is safe at the time the place of work is made available for use by an employer or if not safe, the article is disconnected from the electricity supply and secured and the employer is informed that it is not safe. (Clause 41 of the OHS Regulation 2001)

To assist in meeting obligations to ensure that plug in electrical equipment is safe to use, the Regulation refers to AS/NZS 3760 In-service safety inspection and testing of electrical equipment.

Therefore, in-service testing is necessary for the safety of the persons using the equipment and to assist with the discharge of the duty of care obligations imposed on employers by clause 64 of the OHS Regulation 2001.

## Maintenance of records

According to law, an employer must ensure that a record is made and kept of all inspections and tests made and maintenance carried out on electrical articles and electrical installations, which includes inspection & tagging of plug in electrical equipment.

In particular, the following information is to be recorded:

- ▲ The name of the person who made the inspection or carried out the test or maintenance.
- ▲ The date/s on or over which the inspection was made or the test or maintenance was carried out.
- ▲ The result or outcome of the inspection, test or maintenance.
- ▲ The date by which the next inspection or test must be carried out. (Clause 65 OHS Regulation 2001)

Where records of test and inspection (of plug-in electrical equipment) are kept, the standard AS/NZS 3760:2001 recommends the following to be recorded:

- ▲ A register of all equipment.
- ▲ A record of formal inspection and tests.
- ▲ A repair registers.
- ▲ A record of faulty equipment.