

11. ELECTRICAL SAFETY

USE OF PORTABLE ELECTRICAL EQUIPMENT

Use of personal equipment (brand new or used) in the Department is subject to the following conditions:

- i) If equipment is new, it must be commissioned before it can be used. Refer <http://www.unimelb.edu.au/ehsm-new/B.html#B.30>.
- ii) If equipment is not brand new then it must be tested prior to use. Contact the Safety Officer for guidance in this matter.

Examples of such equipment include small fridges, sandwich makers, kettles and coffee machines.

TAGGING OF FAULTY EQUIPMENT

'Caution - Unsafe Do Not Use' Tags are used to identify a piece of equipment out of action for safety or maintenance reasons. The Tag system ensures that workers are not exposed to hazardous equipment. The placing of a 'Caution - Unsafe Do Not Use' Tag would normally be the responsibility of the equipment operator, however, any person may place a 'Caution - Unsafe Do Not Use' Tag to indicate a piece of equipment should not be used.

'Caution - Unsafe Do Not Use' Tags can be found in the first aid kits in Dept of Mathematics & Statistics or from Jeff Briffa (IT Workshop). All details on the Tag should be legibly filled in; the Tag attached prominently to the equipment, and notification provided to the IT Help Desk via email to helpdesk@ms.unimelb.edu.au. It is also important to isolate faulty or hazardous equipment where possible, i.e. remove power source.

Equipment must NOT be used or operated if a 'Caution - Unsafe Do Not Use' Tag is attached.

Where a near miss or incident causing injury occurs an incident report (S3 form) should be completed and forwarded to the Safety Officer.

Date: 09 December 2008

Version: 1

Next Review: 09 December 2009

Authorised by: Mathematics and Statistics Head of Department

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Installation, maintenance or repairs of electrical installations must be conducted by a licensed electrician.

- * Regularly inspect equipment - leads, casings and plugs for damage and wear and tear
- * Faulty equipment must be tagged with Caution – Unsafe Do Not Use tags (see Tagging of Faulty Equipment), warning that the equipment is faulty, out of operation and is not to be activated. Tags are kept in the First Aid Kits.
- * All faulty wiring and equipment must be reported immediately via email to helpdesk@ms.unimelb.edu.au
- * Sufficient training for the use of electrical equipment must be provided.
- * Do not locate equipment next to water taps or sinks unless it is designed to do so.
- * Ensure that powerboards and NOT double adaptors are used for extra power requirements.

INSPECTION AND TESTING OF ELECTRICAL EQUIPMENT

The University of Melbourne Testing and Tagging Criteria can be found at http://www.unimelb.edu.au/ehsm-new/UoM_Testing&Tagging_Criteria.pdf

Annual inspections occur for portable equipment. Equipment is not portable if:

- * Desktop computer, monitor, fax, photocopier, microwave, fridge or freezer.
- * Length is more than 50cm in two or more dimensions and has no carry handle/s
- * Mass is greater than 18kg and has no carry handle/s
- * Mechanically fixed or secured to the floor, wall, ceiling, structure, support or building

This equipment is inspected 5 yearly.

Inspections are centralised and the contract is currently awarded to Nuvo Electrical.

References

11.7. New. Electrical Inspection & Testing. <http://www.unimelb.edu.au/ehsm-new/11.html#11.7>.

Date: 09 December 2008

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