

TALBOT PRIMARY SCHOOL

TEST AND TAG

POLICY

Rationale:

School Councils have a duty of care to provide a safe workplace for staff, students and visitors. This obligation includes the provision, regular testing and maintenance of electrical equipment.

Aims:

To provide safe electrical equipment for staff, students and visitors to use.

Implementation:

- Electrical equipment, including leads and cables, will be routinely tested and tagged as required by a competent trained and qualified person to the AS/NZS 3760:2001 Electrical Safety Standard.
- All electrical equipment, including leads and cables will be tested and tagged prior to initial use, as well as after being serviced or repaired.
- All school notebooks and staff leased notebook computers will also be tested and tagged as required by the Standard.
- Regular testing of equipment will form part of the school's annual inspections and servicing contracts.
- A register which records all electrical items, cords, power boards etc, along with dates and results of tests form an important component of our annual electrical testing, and will be stored in the school office for referral.
- Staff members will treat all electrical equipment including leads and cables with care.
- All new electrical equipment will have insulated active and neutral pins as required by AS/NZS 3112:2000.
- Staff members who notice damaged, worn or abused electrical equipment must ensure that the equipment is not used, and report the incident to the Occupational Health and Safety representative immediately.
- The school will endeavour to ensure that cables and leads are minimised, and are appropriately fixed to walls etc to minimise flexing and potential abuse.
- The school will maintain a supply of tested and tagged electrical cables, leads and power boards for use as required.
- School Council will include within its annual budget, an appropriate amount for annual testing and tagging of electrical equipment as required.

Evaluation:

This policy will be reviewed by the OH&S officer as part of the school's three-year review cycle, or sooner should changes in the Australian Standards or other relevant information dictate.

This policy was last ratified by School Council in....

2016

Principal's signature: _____

School Council President's signature: _____

Date: _____