

DEPARTMENT OF MECHANICAL ENGINEERING.

ELECTRICAL MANAGEMENT PROCEDURES.

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1. POLICY.

The Department of Mechanical Engineering is committed to providing, and maintaining, the highest possible standard of health, safety and well being for its employees and students while they are at work.

The Department of Mechanical Engineering upholds the University's Policy on Electrical Safety and in order to achieve the goals outlined in that policy, undertakes to take all reasonable steps to:-

- # Ensure that persons at work are, as far as reasonably practicable, safe from the risks of injury caused by electricity.
- # Ensure the safety of all electrical installations, appliances and associated equipment in the workplace.

2. SAFE OPERATING PROCEDURE.

- # All persons to be conversant with, or appropriately trained in the use of the equipment.
- # All equipment and cables to be checked for current safety compliance prior to use, non compliant equipment to be reported and not used.
- # All cables to be kept neatly and off the floor, power boards to be securely mounted and off the floor.
- # When working in *WET* areas, all electrical cables and equipment **MUST** be kept clear of the floor, secured against accidental immersion and shielded from spray or leakage.
- # Any dangerous situation is to be reported immediately, to the Electronics section, the technician in charge if at Thebarton or security if after hours.

3. ACCESS TO SWITCHBOARDS.

Access to University switchboards is restricted to Property Services Branch staff and those approved by the Property Services Branch *only*. Resetting of circuit breakers located in University switchboards is to be carried out by Property Services Branch staff and those approved by Property Services branch *only*

Reports of tripped circuits and requests for resetting tripped circuits should be directed to the electronics section, or the technician in charge if at Thebarton.

4. ELECTRICAL INCIDENTS AND ELECTRIC SHOCK.

Any work-related injury caused by electric shock as well as any incident involving electricity, that might have caused injury, must be reported immediately or as soon as possible after the event, this can be to the Elected Safety Representative or the Lab Manager or Security if after hours or the technician in charge if at Thebarton.

This is then to be reported to the University OH&S Unit as soon as possible, as they are required, by the Regulations to report it to Workplace Services within 24 hours.

5. INSPECTION AND TESTING OF ELECTRICAL EQUIPMENT.

The minimum standard to be applied in the University shall be that specified in AS 3760. all electrical equipment in the Department will be inspected and tested as per the frequency tabled in AS 3760, any cables or equipment that does not have a current test tag attached shall be reported and withdrawn from use until tested.

Inspections and testing within the Department will be carried out by Departmental Technical staff approved by the University.

6. ELECTRICAL WORK.

Work on any 240volt mains powered electrical appliance, equipment or service *Shall* only be carried out by personnel from the Property Services Branch or Departmental Technical Staff authorised by the University to carry out electrical work. Work on some low voltage equipment may be able to be carried out by other persons, under the supervision of authorised technical staff.

7. FAULTY EQUIPMENT.

Any piece of electrical equipment or cable, found to be or thought to be faulty or damaged in any way *Must* be reported to the Electronics section, or technician in charge if at Thebarton, tagged as unserviceable and placed out of service until repaired and re-tested.

8. LOCKED OUT EQUIPMENT.

Any electrical equipment, switch or power point that has a safety lock out tag or lock attached *MUST* not be operated or switched on while that tag or lock is in place. Only the person who installed the tag or lock can remove it or authorise its removal.

9. PORTABLE RESIDUAL CURRENT DEVICES.

If it is required that a portable RCD to be used, these may be obtained from either the Electronics section, or the technician in charge at Thebarton.

All persons using RCDs must be given proper and documented training and instruction in the use, maintenance and testing of these units.

10. POWER BOARDS.

Where multi-outlet power boards are used, they must be kept off the floor and adequately secured. The use of double adaptors is prohibited in the University.

Multi-outlet power boards where used must comply with AS 3105, including

- # current overload protection, and
- # a switch controlling the whole board or switches for each outlet,

11. PRIVATE ELECTRICAL EQUIPMENT.

Any private electrical equipment brought into the Department, by a staff member or student, for their own use in an office, laboratory or any other area, must comply with current University Policies, and have a current Electrical Safety Test Tag, showing compliance to AS3760. It is the responsibility of the person bringing the equipment into the Department to ensure that the equipment has a current compliance tag at all times. Bar type radiators are banned in the University.

12. PURCHASING OF ELECTRICAL EQUIPMENT.

It is the responsibility of a person who wishes to purchase electrical equipment to take their purchase request form to the appropriate technical staff member, Alan Mittler for computer equipment or Silvio DeIeso for any other equipment, they will assess the appropriate equipment for your needs, in some cases a risk analysis may be required.

On arrival the equipment will be checked, inspected for safety compliance and tagged, you will then be informed that it is available for use.