

## 1. SUMMARY

This document seeks to provide high level guidance and Bartsch Builders expectations relating to this type of work. This document must be read in conjunction with the associated Code of Practice.

## 2. DEFINITIONS

**electrical work** means—

- a) connecting electricity supply wiring to electrical equipment or disconnecting electricity supply wiring from electrical equipment; or
- b) installing, removing, adding, testing, replacing, repairing, altering or maintaining electrical equipment or an electrical installation.

**electrical equipment** means any apparatus, appliance, cable, conductor, fitting, insulator, material, meter or wire that—

- a) is used for controlling, generating, supplying, transforming or transmitting electricity at a voltage greater than extra-low voltage; or
- b) is operated by electricity at a voltage greater than extra-low voltage; or
- c) is part of an electrical installation located in an area in which the atmosphere presents a risk to health and safety from fire or explosion; or
- d) is, or is part of, an active impressed current cathodic protection system within the meaning of AS 2832.1-2004 (*Cathodic protection of metals—Pipes and cables*).

**electrical equipment** does not include any apparatus, appliance, cable, conductor, fitting, insulator, material, meter or wire that is part of a motor vehicle if—

- a) the equipment is part of a unit of the vehicle that provides propulsion for the vehicle; or
- b) the electricity source for the equipment is a unit of the vehicle that provides propulsion for the vehicle.

**electrical installation** means a group of items of electrical equipment that—

- a) are permanently electrically connected together; and
- b) can be supplied with electricity from the works of an electricity supply authority or from a generating source.
  - (2) An item of electrical equipment may be part of more than 1 electrical installation.
  - (3) In subregulation (1)(a)—
    - (a) an item of electrical equipment connected to electricity by a plug and socket outlet is not **permanently electrically connected**; and
    - (b) connection achieved through using works of an electricity supply authority is not a consideration in determining whether or not electrical equipment is **electrically connected**.

## 3. OBJECTIVES

Bartsch Builders is committed to protecting all its workers from risk of injury arising from the use of electrical equipment and electrical installations.

## 4. RESPONSIBILITIES

POSITION	RESPONSIBILITY
Site Supervisor	Ensure this procedure is maintained to reflect Bartsch Builders expectations Ensure this procedure is communicated to employee (where relevant)
Project Supervisor	Ensure tasks \ activities \ operations are completed in compliance with this procedure
Employees	Comply with the procedure and or any reasonable request by management unless it is unsafe to do so. Communicate any suggestion, errors, omissions associated with this procedure to management

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5. PROCEDURE \ PROCESS

Working with electricity is part of everyday life and if not managed safely has the potential to be extremely dangers and can lead to fatal injuries. Potential risks include:

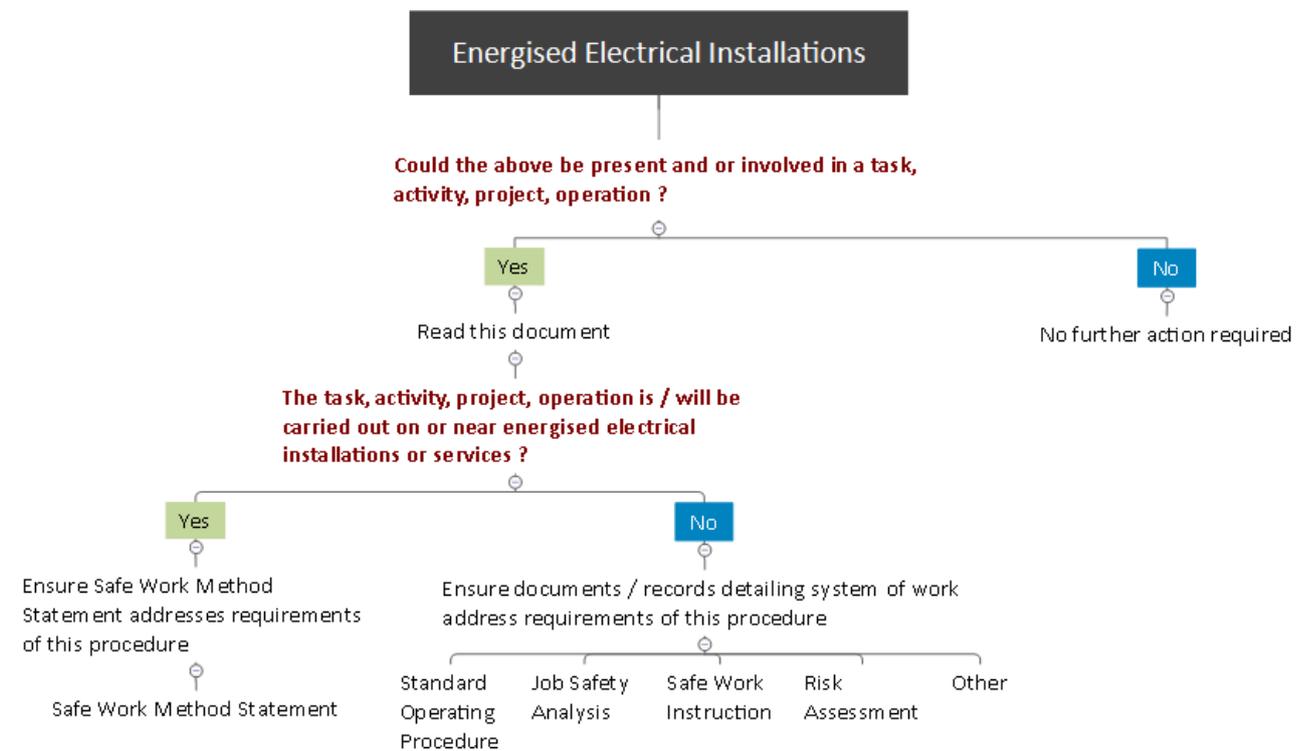
- Electric shock;
- Burns;
- Electrical current passing through the body;
- Breathing can stop;
- Heart can stop;
- Muscle spasms.

As such, Bartsch Builders will ensure that:

- Risks associated with electrical installations and electrical equipment are eliminated, or if not reasonably practicable, minimised so far as is reasonably practicable;
- Unsafe electrical equipment is isolated and not reconnected until a competent person has either:
  - Repaired the equipment, or;
  - Permanently removed the equipment.
- Electrical equipment is regularly inspected and tested by a competent person;
- Safe distances are provided and maintained when working near overhead or underground electric lines, or if not reasonably practicable, the risk is minimised in compliance with an assessment made by the electricity supply authority.

Bartsch Builders will abide by the following procedure in relation electrical safety at the workplace:

Electrical Installations



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All work on existing and new installations will be undertaken by a licensed electrician and upon completion a certificate of compliance will be obtained from the licensed electrician and retained by Bartsch Builders.

Bartsch Builders will ensure that hazards are identified, risks assessed and controls implemented prior to the:

- Connection and supply of electricity through a new electrical installation;
- Modification, maintenance or repair of an existing electrical installation.

### Residual Current Devices (RCD)

At all Bartsch Builders workplaces where electricity is provided through a power circuit to a socket outlet, a non-portable Residual Current Device (RCD) will be fitted to assist in the control of any risk to persons at Work from electricity.

Where a non-portable RCD is not available, portable RCDs will be used in the following circumstances:

- Electrical equipment is used in an environment in which the normal use exposes the equipment to operating conditions that are likely to result in damage or a reduction in life span of the equipment;
- Electrical equipment is moved between different locations in circumstances where damage to the equipment or to a flexible electricity supply cord is reasonably likely;
- Electrical equipment is frequently moved during its normal use;
- Electrical equipment that forms part of, or is used in connection with an amusement device.

Regular testing of portable and non-portable RCDs is required to ensure their continued effectiveness and must be carried out by a competent person for portable RCDs and a licensed electrician for non-portable RCDs in accordance with *AS/NZS 3760:2010 In-service safety inspection and testing of electrical equipment*.

### Electrical Plant, Equipment and Tools

All electrical equipment, including portable electrical power tools, extension leads etc., shall conform to the Industry Guideline for Safe Electrical Practices on Construction and Demolition Sites, June 2011.

Routine maintenance and testing by a competent person or a licensed electrician is required for all electrical equipment to ensure their continued safety in accordance with *AS/NZS 3760:2010 In-service safety inspections and testing of electrical equipment*. After testing, each item of plant/equipment must be attached with an appropriate and current test tag.

Workers using electrical equipment must conduct a visual inspection prior to use. Faulty or damaged equipment must not be used and the fault immediately reported to the appropriate Manager/ Supervisor. Faulty or damaged equipment must be isolated from the source of power and locked out of service. The equipment must remain out of service until repaired by a qualified electrician. If it cannot be repaired it must be removed immediately.

Double adapters are banned from use in any workplace. The use of power boards are acceptable but must have overload protection.

All electrical leads will be arranged so as not to be damaged and, where possible, leads will be kept off the floor using lead stand or insulated cable hangers and will not be extended through doorways or over sharp edges.

Electrical equipment will not be used in damp or wet conditions unless specifically designed for those conditions.

Circular saws, drills, grinders and other power tools must have correct guards fitted, and be in good operating condition, at all times. Power Leads must be suspended above the ground (minimum 1.8m high) so as not to create a tripping hazard, or be subjected to damage from equipment or materials.

All employees and subcontractors shall:

- only use electrical equipment that they have been instructed in
- elevate all electrical leads above ground level on insulated lead stands or plastic hooks
- maintain all electrical appliances and leads in good and serviceable condition

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Details of all electrical equipment testing and tagging will be recorded and entered into the Electrical Equipment Register located in the [Company Name] project files. The Electrical Equipment Register shall be updated systematically by the Office Manager, on completion of scheduled testing and tagging.

## Maintenance and Servicing

A worker must not commence testing, maintenance, repair, cleaning or service on electrical equipment unless:

- They are trained and competent to do so;
- **The equipment has been isolated from the power source or the provisions for working on energised electrical equipment in the Work Health and Safety Regulations has been implemented;**
- A safe work procedure is provided (which must be followed);
- They have been provided with and are using any safety equipment required;
- Where required, an electrical work permit has been obtained from the appropriate Manager/Supervisor.

Records of testing, maintenance and repair of electrical equipment will be kept and maintained by [Company Name] .

## Electrical Lines

Where work is being carried out near overhead or underground electric services, Bartsch Builders will consult with the appropriate electrical supply authority to determine safe distances from the line and ensure that those distances are maintained. If it is not possible, an assessment will be obtained from the electricity supply authority and any requirements therein will be complied with to minimise the risk.

Wherever possible, where work is being carried out near energised electrical installations or services, as classed as high risk construction work, [Company Name] will ensure that the power is isolated before commencing work. If this is not possible, a safe work method statement will be provided and followed at all times.

## Construction Projects

Where work is being undertaken on a construction project, the site must meet the requirements set out in *AS/NZS 3012 electrical installations – construction and demolition sites* (see Blue Book).

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