

## Electrical Safety Checklist

The *Electrical Safety Regulation 2002* requires certain electrical equipment to be protected by testing and tagging and/or a safety switch, depending on *what* the equipment is, *how* it works and in *what* environment it is used. This equipment is called '**specified electrical equipment**'. This checklist helps you work out which equipment in your school is considered to be specified electrical equipment, and whether it needs protection through testing and tagging OR a safety switch, OR both.



Remember *all* electrical equipment needs to be used safely. So for more information on electrical safety, testing processes and legislative information please refer to the [Guide to Managing Electrical Safety in EQ Schools\\*](#)

### General

<i>When school staff are required to test safety switches, this is known as the "User" test and is a simple push-button test of the safety switch. All other tests must be done by a competent person e.g. electrician/Q Build contractor. (see Guide p.13)</i>	Notes/Person to Action
<input type="checkbox"/> Staff undertake visual checks and general care of ALL electrical equipment to ensure its safe use. See <i>Guide to Managing Electrical Safety in EQ Schools (Guide)</i> for more information.	
<input type="checkbox"/> Your school is working towards installing safety switches throughout the school <ul style="list-style-type: none"> <li>▪ Remember to discuss this with your Facilities Account Manager - Refer to the Guide p.14</li> <li>▪ Inform your regional Q Build contact of any new safety switches installed.</li> </ul>	
<input type="checkbox"/> Double adaptors and piggy-back plugs are <b>NOT</b> used (except in uses associated with stage lighting/sound).	
<input type="checkbox"/> Electrical Equipment is <b>NOT</b> used around pools; only battery powered (cordless) or non-powered equipment is used.	
<input type="checkbox"/> Your school Principal has made a decision on whether or not staff are allowed to bring electrical equipment from home, and all staff are aware of this decision.	
<input type="checkbox"/> If your school allows staff to bring electrical equipment from home, the Principal is advised in advance; AND <ul style="list-style-type: none"> <li>▪ items are visually inspected for defects, and</li> <li>▪ then managed according to this checklist i.e. where/how items are used.</li> </ul>	
<input type="checkbox"/> Your school has processes to record information e.g. testing, maintenance, location of safety switches.	

### Manual Arts, Industrial Technology, Agricultural Studies, Schools Officer's Shed

The following questions relate to 'specified electrical equipment' used in Manual Arts, Industrial Technology, Agricultural Studies and the Schools Officer's Shed. Specified electrical equipment includes extension cords, power boards and anything with a flexible cord.

<i>When school staff are required to test safety switches, this is known as the "User" test and is a simple push-button test of the safety switch. All other tests must be done by a competent person e.g. electrician/Q Build contractor. (see Guide p.13)</i>	Notes/Person to Action
<input type="checkbox"/> Double insulated equipment  is tested and tagged every 12 months AND connected to a fixed safety switch. E.g. hand-held drill/grinder. Double insulated equipment is distinguished by the symbol  . Portable tools are usually double insulated.	
<input type="checkbox"/> Equipment that is NOT double insulated is tested and tagged every 6 months AND connected to a fixed safety switch. E.g. drill press, lathe, bench grinder.	
<input type="checkbox"/> Manual Arts, Industrial Technology and Agricultural Studies areas have fixed safety switches.	
<input type="checkbox"/> The Schools Officer's shed has either a fixed OR portable safety switch.	
<input type="checkbox"/> Fixed safety switches are tested every 6 months by nominated person e.g HOD/Admin and every 12 months by a competent person.	
<input type="checkbox"/> Portable safety switches are tested daily by the nominated person e.g. Schools Officer/Admin and every 12 months by a competent person.	

# Health & Safety Checklist

## Schools Officer's work around the school (i.e. not in shed)

The following questions relate to 'specified electrical equipment' used by the Schools Officer when working around the school. This includes extension cords, power boards and anything with a flexible cord.

<i>When school staff are required to test safety switches, this is known as the "User" test and is a simple push-button test of the safety switch. All other tests must be done by a competent person e.g. electrician/Q Build contractor. (see Guide p.13)</i>	Notes/Person to Action
<input type="checkbox"/> Double insulated equipment <input checked="" type="checkbox"/> is tested and tagged every 12 months AND connected to a fixed/portable safety switch. e.g. hand-held drill, circular saw.	
<input type="checkbox"/> Equipment that is NOT double insulated is tested and tagged every 6 months AND connected to a fixed/portable safety switch. E.g. extension cords, power boards.	
<input type="checkbox"/> Fixed safety switches are tested every 6 months by nominated person e.g. Schools Officer/Admin and every 12 months by a competent person.	
<input type="checkbox"/> Portable safety switches are tested daily by the Schools Officer and every 12 months by a competent person.	

## Home Economics, Catering, Kitchens, Tuckshops, Classrooms, Library

The following questions relate to 'specified electrical equipment' used in Home Economics, Catering, Kitchens, Tuckshops, Classrooms and the Library, which includes extension cords, power boards and anything with a flexible cord that is *moved during its normal use for the purpose of its use* e.g. hand mixer, iron, hot glue gun, hair dryer, engraver.

<i>When school staff are required to test safety switches, this is known as the "User" test and is a simple push-button test of the safety switch. All other tests must be done by a competent person e.g. electrician/Q Build contractor. (see Guide p.13)</i>	Notes/Person to Action
<input type="checkbox"/> Specified electrical equipment is tested and tagged every 12 months OR connected to a fixed safety switch.	
<input type="checkbox"/> Fixed safety switches are tested every 6 months by nominated person e.g. HOD/Admin and every 12 months by a competent person.	

## Office, Admin areas, Staff rooms

The following questions relate to 'specified electrical equipment' used in Office, Admin areas and Staff rooms, which includes extension cords, power boards and anything with a flexible cord is *moved during its normal use for the purpose of its use* e.g. engraver.

<i>When school staff are required to test safety switches, this is known as the "User" test and is a simple push-button test of the safety switch. All other tests must be done by a competent person e.g. electrician/Q Build contractor. (see Guide p.13)</i>	Notes/Person to Action
<input type="checkbox"/> Specified electrical equipment is tested and tagged every 5 years OR connected to a fixed safety switch.	
<input type="checkbox"/> Fixed safety switches are tested every 6 months by nominated person and every 2 years by a competent person.	

## Cleaning Equipment

The following questions relate to **all** electrical equipment used for cleaning which includes extension cords, power boards and anything with a flexible cord e.g. vacuums, polishers, scrubbers.

<i>When school staff are required to test safety switches, this is known as the "User" test and is a simple push-button test of the safety switch. All other tests must be done by a competent person e.g. electrician/Q Build contractor. (see Guide p.13)</i>	Notes/Person to Action
<input type="checkbox"/> Daily visual checks are conducted by the cleaners on the integrity of the cords and equipment.	
<input type="checkbox"/> Electrical equipment is tested and tagged every 6 months OR connected to a fixed/portable safety switch.	
<input type="checkbox"/> Fixed safety switches are tested every 6 months by nominated person e.g. Admin and every 2 years by a competent person.	
<input type="checkbox"/> If fixed safety switches are not on all circuits in the school, it is recommended that a portable safety switch is provided to each cleaner.	
<input type="checkbox"/> Portable safety switches are tested daily by the cleaners, every 3 months by Cleaner/Admin and every 12 months by a competent person.	

\* Electrical Safety Guide – Creating Healthier Workplaces Website - "Electrical" - <http://education.qld.gov.au/health/safety/hazards/electrical.html>