



GUIDE TO MANAGING ELECTRICAL SAFETY IN EDUCATION QUEENSLAND SCHOOLS

PART 2:
QUICK REFERENCE GUIDE FOR SPECIFIED ELECTRICAL EQUIPMENT

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Workplace electrical incidents often arise from:

- Use of faulty electrical equipment, including overloading and continued use of plugs, cords and power boards with obvious evidence of damage.
- A lack of maintenance of electrical equipment
- Electrical work performed by an unlicensed person
- Contact with overhead wires

2: QUICK REFERENCE GUIDE FOR SPECIFIED ELECTRICAL EQUIPMENT Refer to parts 1 & 3 of this Guide for more information

Read each row to see if equipment needs protection through testing and tagging OR a safety switch, OR both. The “User” test is a simple push-button test of the safety switch. All other tests in the table must be done by a competent person (C.P.) e.g. electrician or competent person. “Double Insulated” equipment is distinguished by the symbol of a box within a box and/or a 2 pin plug (not 3).

- Aim to install Safety Switches throughout your school – they provide the best possible protection from electrocution.
- Double adaptors and piggy back plugs must NOT be used in Construction or Manufacturing work. Do NOT use electrical equipment around pools - use battery powered (cordless) tools only.
- Piggyback plugs are permitted for use with sound and light equipment in permanent theatre/venues. Non-rewireable piggyback plugs must be used at temporary premises.
- If your school allows staff to bring electrical equipment from home a process is to be in place to ensure general precautions are followed and items are managed according to the following table i.e. where/how it is used.
- Conduct a visual inspection before using any electrical equipment.

Location or Type of Electrical Equipment	Testing & Tagging Required?				AND / OR	Attached to a Safety Switch Required?						
	Testing & Tagging frequency					FIXED Safety Switch Testing Frequency			OR	PORTABLE Safety Switch Testing Frequency		
	< 6mths (User)	6mths (C.P.)	12mths (C.P.)	5yrs (C.P.)		6mths (User)	12mths (C.P.)	2yrs (C.P.)		Daily (User)	3mths (User)	12mths (C.P.)
ITD (Man Arts), Agricultural Studies, Schools Officer (S.O.) Shed - Double Insulated <input type="checkbox"/> Anything with a flexible cord e.g. hand-held drill/grinder.			✓		AND	✓	✓		OR (only for S.O. shed)	✓	Must be fixed safety switch in S.O.'s shed.	✓
ITD, Agricultural Studies, Schools Officer Shed – NOT Double Insulated. Extension cord, power board & anything with a flexible cord e.g. drill press, lathe, bench grinder.		✓			AND	✓	✓		OR (only for S.O. shed)	✓	Must be fixed safety switch in S.O.'s shed.	✓
Schools Officer work around school - Double Insulated <input type="checkbox"/> Anything with a flexible cord e.g. hand-held drill, circular saw (portable tools are usually double insulated).			✓		AND	✓	✓		OR	✓		✓
Schools Officer work around school - NOT Double Insulated Extension cord, power board.		✓			AND	✓	✓		OR	✓		✓
Home Ec, Catering, Kitchens, Tuckshops, Drama, Classrooms, Library, Science Laboratories. Extension cord, power board & anything with a flexible cord that's <u>moved during use</u> e.g. hand mixer, iron, hot glue gun, hair dryer, engraver.	Drama Daily visual checks		✓		OR	✓	Other listed areas	Class rooms, Library				
Office, Admin areas, Staff rooms Extension cord, power board & anything with a flexible cord that's <u>moved during use</u> e.g. engraver.				✓	OR	✓		✓				
Cleaning Equipment Extension cord, power board & anything with a flexible cord e.g. vacuums, polishers, scrubbers.	Daily visual check	✓			OR	✓	✓		OR	✓	✓ Keep record	✓