

## Schools Officers and Electrical Safety

Schools Officers must have safety switch protection on the electrical equipment they use for work, whether they are working in their shed or around the school.

The *Electrical Safety Regulation 2002* requires that a fixed safety switch is to be installed to protect circuits in the schools officer's shed or workshop.

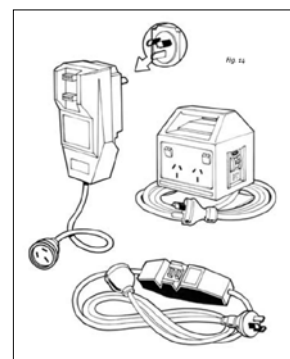
Portable safety switches are to be used in classrooms and other areas when work is undertaken by Schools Officers around the school. If there is fixed safety switch protection covering **all** the outlets in the school there is no requirement to continue using the portable safety switch.

A portable safety switch **MUST** be used until confirmation that all circuits have fixed safety switches installed.

1. Safety switch protection must be in operation at all times when the Schools Officer is using specified electrical equipment for their work (e.g. electric bench grinder, drill or electric sander) in their shed or around the school.
  - this may be via a fixed safety switch in shed/workshop; or
  - portable safety switch around the school.
  - if there is not safety switch coverage over all circuits, the school is to provide a portable safety switch for the Schools Officer's use.
2. If using a portable safety switch – press the "TEST" button before use each day to confirm it is operational.
3. Schools are sometimes visited or audited by Inspectors from the Electrical Safety Office or Workplace Health and Safety Queensland. The Principal or WHSO should seek advice and support from their Regional Facilities Account Manager if issues with safety switch installation are identified and these cannot be easily resolved at the school level.
4. The Guide to Managing Electrical Safety in EQ Schools (link provided below) is to be referred to for details about testing and tagging of specified electrical equipment and testing schedules for safety switches.



**Fixed safety switch (e.g. installed on switch board)**



**Portable safety switch examples**

For more information:

[Guide to Managing Electrical Safety in Education Queensland Schools](http://education.qld.gov.au/health/pdfs/healthsafety/electrical-safety-guide.pdf)

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