

Electrical Equipment Test and Tag Policy

1. Procedure

Test and Tag is the process of visually inspecting and electrically testing electrical equipment for personal safety.

The aim of Test and Tag is to determine if an item is electrically safe for use. This involves a two part process:

- a) The visual inspection of the item for damage followed by,
- b) Electrically testing the item to measure earth continuity, insulation resistance and polarity with a Portable Appliance Tester.

In Australia, this is done using *The Standard: AS 3760:2010 In-service inspection and testing of electrical equipment* as a reference document.

Once tested, the item has a tag attached to confirm it has in fact been tested along with showing who tested the item, the test date and when the next test is due.

The main reason for doing Test and Tag is to minimise the risk of an electrical hazard and to ensure the safety of all concerned.

2. Purpose of the BBBfm Test and Tag Policy:

- a) This guideline has been developed to meet the objectives of the Electrical Safety Policy relating to Testing and Tagging of electrical equipment.
- b) Although Test and Tag is not a legislative requirement, BBBfm Community Radio does have a duty of care to ensure the safety of all. This means, if someone is hurt from an electrical device which has not been tested and is unsafe, BBBfm could be found liable. Because of this, BBBfm is taking on the responsibility to ensure the Test and Tag Policy is developed and adhered to.

3. Guidelines, Scope and Coverage

- a) BBBfm is responsible for ensuring the safety and integrity of its electrical equipment.
- b) All electrical equipment must be used safely, maintained in good working order and be regularly inspected for faults and damage. This includes personal electrical equipment brought into the studio and that used within other environments.
- c) BBBfm OHS is to ensure all BBBfm members, volunteers, stakeholders, and all others coming into the station/studios with own personal equipment are made aware of the Test and Tag Policy.
- d) BBBfm OHS to ensure electrical safety and equipment inspection records are maintained.
- e) BBBfm to ensure test and tag of specified electrical equipment and portable residual current devices is conducted.
- f) Any equipment which fails the testing should be immediately taken out of use and a tag attached warning people not to use the item. The tester is to ensure safe disposal of the item which has failed the Test and Tag.

4. Who can perform this work

- a) Test and Tag of specified electrical equipment must be carried out by a competent test person who has completed the approved training program or an approved contractor.
- b) Competence is based on knowledge and skills gained from training, experience, qualifications, or a combination of these. It is an offence under the Electrical Safety Act 2002 to repair any electrical equipment unless you have the appropriate electrical work licence.

5. Definitions, Terms, Acronyms

- a) Electrical equipment – This includes extension leads, power-boards and all items of electrical equipment that have a current.
- b) Environments – Where electrical equipment and its wiring could be subject to operating conditions where it could be exposed to moisture, heat, dust, or physical stress.
- c) Competent Test Person – a qualified person or persons who have either 1) completed the appropriate electrical inspection and testing course and holds a current certificate of competency or 2) an electrical work licence.

Amendments to this Policy		
Date Approved	Item Number	Details of Amendment
14 th April 2021	Full Policy	Adoption of this Policy in its entirety