



AFP National Guideline on electrical safety

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1. Disclosure and compliance

This document is classified **UNCLASSIFIED** and is intended for internal AFP use.

Disclosing any content must comply with Commonwealth law and the [AFP National Guideline on disclosure of information](#).

Compliance

This instrument is part of the AFP's professional standards framework. The [AFP Commissioner's Order on Professional Standards \(CO2\)](#) outlines the expectations for appointees to adhere to the requirements of the framework. Inappropriate departures from the provisions of this instrument may constitute a breach of AFP professional standards and be dealt with under Part V of the [Australian Federal Police Act 1979](#) (Cth).

2. Acronyms

AFP	Australian Federal Police
OHS	Occupational Health and Safety

3. Definitions

Appointee - means a person defined in s. 4 of [Australian Federal Police Act 1979](#) (Cth).

Competent person - means:

- an A-grade licensed electrician, approved by a certifying authority to work on electrical installations and electrical appliances
- a tradesman, approved by a certifying authority to work on electrical appliances connected to, or capable of being connected to, an electrical installation.
- to inspect, test and for minor servicing of electrical appliances, a holder of the 'Inspection, Testing and Minor Servicing of Electrical Appliances' or equivalent qualification issued by a registered training authority.

Electrical appliance (fixed) – means an electricity consuming device permanently connected to an electrical installation.

Electrical appliance (portable) – means an electricity consuming device connected to an electrical installation by a flexible cable.

Electrical installation – means the electricity supply to a building or an outdoor worksite, including the main switchboard, distribution boards and all fixed wiring to isolation switches or general purpose outlets.

Electrical work – means all work done on electrical installations and electrical appliances.

Residual current device – means a device to detect an imbalance in current flow on the 'active' and 'neutral'.

4. Authority to create the National Guideline

This guideline was issued by the National Manager Human Resources using power under s. 37(1) of the [Australian Federal Police Act 1979](#) (Cth) as delegated by the Commissioner under s. 69C of the Act.

5. Introduction

This guideline sets out AFP procedures to achieve an appropriate level of safety and legislative

compliance in providing, using, inspecting, repairing, maintaining and testing all electrical installations and electrical appliances in AFP premises and in field operations within Australia. It applies to:

- all electrical appliances purchased or leased
- matters in Part 10 of the [Occupational Health and Safety \(Safety Standards\) Regulations 1994](#).

This guideline does not address matters such as static electricity or energy stored in batteries.

6. AFP management responsibilities

The Chief Police Officer for the ACT, National Managers and Office Managers must ensure:

- resources are provided to implement this guideline and comply with legislation
- implementation uses established workplace consultative mechanisms documented in the [National Guideline to AFP Health and Safety Management Arrangements](#).

7. Building and accommodation responsibilities

Building and Accommodation must ensure:

- safe provision, use, inspection, testing, maintenance, repair and alteration of all electrical installations and appliances (fixed and portable) used in AFP premises within Australia
- contractors have appropriate qualifications, licences and experience for the nominated tasks
- electrical installations and appliances comply with the rules, regulations and codes of the local supply authority and Standards Australia
- inspections and testing occurs as stipulated in [Attachment 1](#)
- arrangements for changes to electrical installations include testing and approval by the Local Supply Authority.

8. AFP business area responsibilities

Business areas must ensure the safe provision, use, inspection, testing, maintenance, repair and alteration of electrical installations and appliances, including field equipment used outside AFP premises.

Business areas undertaking electrical work must ensure:

- fixed electrical installations and appliances comply with the rules, regulations and codes of their local supply authority and Standards Australia
- portable appliance are inspected and tested as stipulated in [Attachment 1](#)
- set-up procedures for electrical installations in the field follow [Attachment 2](#).

Business areas must only allow electrical work on their electrical appliances by:

- arrangement with Building and Accommodation as a part of the general maintenance schedule
- qualified electricians

AFP members who are competent persons with suitable qualifications, licences and experience for the nominated tasks.

9. Competent persons (contractor) responsibilities

Competent persons must:

- refuse to do work outside their area of practical experience (unless they have obtained advice from a person with that experience)
- minimise danger to personnel when they work
- label each installation or piece of equipment tested
- inform managers of electrical hazards found in the area
- do all covert electrical work, including work by Technical Operations
- wherever possible, de-energize installations before working on them
- use protective equipment and procedures on energized installations.

10. Electrical appliance user responsibilities

Appliance users must:

- set up appliances correctly and used them safely
- follow this guideline and its [Attachment 3 - general safety advice](#)
- only use power boards with overload protection
- immediately report all electrical shocks to their team leader and the OHS Advisor; immediately cordon off the area, ensure that the appliance cannot be used, label appropriately; and ensure that a workplace incident report is completed
- observe inspection/retest dates on the marker labels
- notify their team leader when an inspection/retest is due
- ensuring safety, switch off and unplug any appliance or wiring that appears dangerous; immediately notify their team leader; and ensure the appliance is labelled as unsafe and withdraw it from service.

Appliance users must not:

- repair, modify, or interfere with electrical appliances
- interfere with marker labels or the tagging procedure of competent persons
- use an appliance if the due date for inspection/retest has passed
- use home-made power boards.

11. Contract manager/purchasing officer responsibilities

Contract management or purchase officers must ensure that each lease or purchase contract for electrical equipment includes a provision requiring written evidence of compliance with the relevant standard.

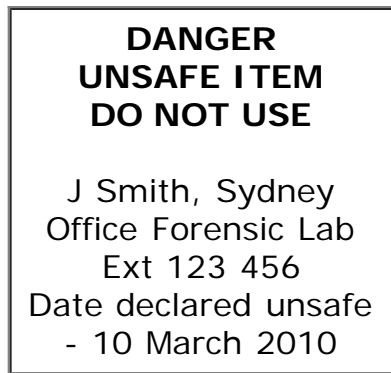
Section 1.2.1.1 of AS 3760:2010 deems suppliers of new equipment responsible for its initial electrical safety.

12. Labelling

The information on an inspection label must include:

- name of the competent person
- the date of the inspection
- the date of the next inspection/retest
- a reference to AS/NZS 3760.

If an appliance or installation has been identified as defective or potentially dangerous it must be clearly labelled as unsafe, for example:



As appropriate, labels may be stuck to the appliance or attached to the power cord.

After labelling the appliance or installation will be withdrawn from service until it has been rectified, tested and tagged or has been appropriately disposed.

13. Testing intervals

New equipment need not be inspected or tested before use. The AFP owner or responsible persons shall regard it as compliant and tag it on entry to service as follows:

- Wording 'new to service'
- Date of entry to service
- Date when next test is due
- Statement, 'This appliance has not been tested in accordance with AS/NZS 3760'

[Attachment 1](#) outlines the testing intervals for AFP use.

[AS/NZS 3760:2010 'In-service safety inspection and testing of electrical equipment'](#) sets a 5 year testing interval for office equipment free from constant flexing of the supply cord.

Computer equipment is usually replaced within 3 years and does not need to be tested if replacement has occurred. The 5 year testing interval applies to computer equipment if it has not been replaced.

Laptop computer power packs must be inspected, tested and tagged every 12 months.

14. Personal electrical appliances

Appointees who bring any personal electrical appliance into the workplace must ensure it is not a risk to anyone.

Owners must obtain approval from their team leader or coordinator to connect any personal appliances to an AFP electricity supply.

All personal electrical appliances must be tagged, tested and (if necessary) repaired by a competent person before approval is given.

Testing and repair costs are at the owner's expense, unless otherwise approved by AFP.

15. Notification and labelling of special electrical installations

Electrical installations or parts of installations requiring special provisions due to high voltage or the potential presence of an explosive atmosphere must have:

- special installation provisions recorded by Building and Accommodation
- on-site labelling of the installation and extent of special provisions.

Any addition or alteration to a special electrical installation must:

- comply with its original requirements
- be labelled
- be recorded.

When the special electrical installation is no longer needed:

- it will be converted to normal standards
- labels will be removed
- changes will be noted in the records.

16. Electrical safety audits

Team leaders must annually inspect electrical safety procedures and practices in their business areas.

The National Occupational Health and Safety Team will include electrical safety in its audit program.

The tables in [Attachment 1](#) extracted from AS/NZS 3760:2010 refer.

17. Further advice

Any queries relevant to the content of this National Guideline should be referred to the Coordinator, National Occupational Health and Safety Team.

18. References

Legislation:

- [Occupational Health and Safety Act 1991](#)
- [Occupational Health and Safety \(Safety Standards\) Regulations 1994](#)

Other sources

- [AS/NZS 3000 Electrical installations \(known as the Australian/New Zealand Wiring Rules\)](#)
- [AS 2790-1989 Electricity generating sets - Transportable \(Up to 25 kW\)](#)
- [AS/NZS 3760:2010 'In-service safety inspection and testing of electrical equipment'](#)

These standards are available online via the [AFP Library 'external databases'](#) access to [Australian Standards Online](#).

19. Attachments

- [Attachment 1 - testing and inspection intervals](#)
- [Attachment 2 - set-up procedures for electricity generators](#)
- [Attachment 3 - general safety advice](#)
- [Attachment 4 - fire extinguisher advice.](#)