



# Electrical Testing and Tagging

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## Policy

This policy outlines the occupational health and safety requirements in workplaces for testing and tagging of electrical equipment.

## Summary

- The Occupational Health and Safety (OHS) Act (2004) requires the department, so far as is reasonably practicable, to provide and maintain for employees a working environment that is safe and without risks to health.
- The principal and/or their delegate must manage the risks with electrical equipment by ensuring that all electrical equipment is tested and tagged as per the Testing and Tagging of Electrical Equipment Frequency Guide and all results are added on the Electrical Equipment Register or equivalent.
- Under the OHS Act 2004, employees while at work must take reasonable care for their own health and safety and the safety of others who may be affected by their actions or omissions.
- Central and regional offices provide a range of supports and services to assist principals and employees to be safe and well, including access to the OHS Advisory Service and local regional officers who can provide free advice on managing testing and tagging of electrical equipment.
- The Testing and Tagging of Electrical Equipment Procedure (in the Procedure tab) must be followed, and sets out the practical step-by-step instructions for implementing this policy.
- This Policy forms part of the department's OHS Management System, refer to OHS Management System (OHSMS) Overview for further information.

## Details

The principal and/or their delegate must:

- arrange for items of electrical equipment to be tested and tagged by a competent person (that is, a licensed electrician or an individual who has completed the nationally accredited course UEERL0003 or UEENEE026A – Conduct in-service safety testing of electrical cord connected equipment and cord assemblies). Both competencies are currently recognised
- ensure that newly purchased electrical equipment are recorded on the Electrical Equipment Register (DOCX) or equivalent

- arrange for testing and tagging of electrical equipment brought to the school (for example, toasters, laminators, fans and so on)
- ensure that testing and tagging of hired or loaned electrical equipment remains current and is recorded on the Electrical Equipment Register or equivalent
- ensure double adaptors are not used in any school
- ensure extension leads comply with Australian Standards and tested in accordance with the Testing and Tagging of Electrical Equipment Frequency Guide (DOCX)
- ensure power boards comply with Australian Standards and tested in accordance with the Testing and Tagging of Electrical Equipment Frequency Guide
- ensure items of electrical equipment that failed the electrical test or are deemed unsafe are isolated and tagged out as per the Equipment Isolation and Tag Out policy
- ensure that electrical equipment identified for disposal have been identified for any potential hazards (for example, asbestos) and disposed of according to local council requirements.

## **Definitions**

### **Competent person**

A person who has acquired through training or qualification the knowledge and skills appropriate to the nature to the nature of the work to be undertaken (for example, electrician, plumber, gas-fitter or service technician).

## **Related policies**

- Equipment Isolation and Tag Out
- Occupational Health, Safety and Wellbeing Management in Schools
- OHS Risk Planning and Management
- Workplace Safety Inspections.

## **Relevant Legislation**

- Electrical Safety Act 1998 (Vic)
- Occupational Health and Safety Act 2004 (Vic)
- Occupational Health and Safety Regulations 2017 (Vic)

## **Evaluation**

This policy will be reviewed in accordance with the school's three-year review cycle.

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Last ratified by School Council in March 2025