INTERNAL ONLY

ISLHD PROCEDURE COVER SHEET

NAME OF DOCUMENT	WHS Plant and Equipment
TYPE OF DOCUMENT	Procedure
DOCUMENT NUMBER	ISLHD CORP PROC 90
DATE OF PUBLICATION	March 2021
RISK RATING	Low
REVIEW DATE	March 2026
FORMER REFERENCE(S)	ISLHD OPS PROC 90
EXECUTIVE SPONSOR or EXECUTIVE CLINICAL SPONSOR	Executive Director Strategic Improvement Programs
AUTHOR	Safety Coordinator
KEY TERMS	Equipment assessment /tagging/testing
FUNCTIONAL GROUP OR HUB	Work Health and Safety – District
NSQHS STANDARD	Standard 1
SUMMARY	This procedure provides managers and their employees with guidance on the assessment of equipment and plant

COMPLIANCE WITH THIS DOCUMENT IS MANDATORY

Feedback about this document can be sent to: ISLHD-CorporateGovernance@health.nsw.gov.au

1. POLICY STATEMENT

Illawarra Shoalhaven Local Health District (ISLHD) has a legal obligation under the Work Health and Safety legislation to ensure the health and safety of all staff, patients, and visitors. ISLHD shall ensure that all plant and equipment is safe when properly used.

2. BACKGROUND

This procedure outlines the way ISLHD will manage the risks associated with plant and equipment in the workplace.

This procedure does not cover Biomedical Equipment.

This procedure does not cover plant and equipment managed by ISLHD District Assets, Infrastructure, Engineering, and Maintenance Services (AIEMS). AIEMS is responsible for:

- The schedule of planned (preventative and reactive) / compliance (regulatory and statutory) inspections, maintenance, testing and repairs.
- Work dockets applicable to in-house or contractor inspections, services and maintenance, testing and repairs, overhauls, replacements and new installations.
- Certifications and registrations for buildings, plant and equipment.

Maintenance - as part of AIEMS will maintain the following Plant and Equipment:

- Pumps.
- Boilers.
- Chillers.
- Cooling Towers.
- Air Handling equipment.
- Hot and Warm water plant.
- Pressure Vessels.
- Medical Air Plant.
- Vacuum Plant.
- Emergency Generators.
- Lifts.
- Electrical Distribution and Mechanical Services Boards.

Registrable items will be recorded and maintained by AIEMS, with applicable records of registrations and certifications. Refer to ISLHD CORP PD08 Building Plant and Equipment Planned Preventative Maintenance

3. RESPONSIBILITIES

3.1 Employees must:

- Conduct a visual inspection of the electrical equipment prior to use to identify any damage – including plugs, cords and power point to be used
- Ensure that a power point to be used is turned off prior to plugging the cord in and before removing the cord after use – never pull by the cord when removing the plug
- Tag out any plant and equipment that is unsafe

- Report, tag and remove any plant and equipment that is unsafe
- Ensure broken damaged beds are stored in the in designated area at the facility
- Participant in the development of any Safe Work Procedures
- Comply with any Safe Work Procedures (SWP) for plant and equipment

3.2 Line Managers must:

- Identify and record all electrical equipment within the workplace on an Electrical Register (ISLHD CORP F 85 Electrical Register)
- Consult with employees in relation to identifying and assessing plant and equipment hazards.
- Ensure preventative maintenance and repairs to plant and equipment is carried out
- Ensure all electrical equipment is identified and regularly inspected and tested and tagged as per the electrical risk assessment.
- Ensure the removal of all broken equipment are removed from their area
- Ensure any equipment purchased meets the relevant Australian Standards.
- Ensure that Safe Work Procedures are available for high risk plant and equipment and workers are trained as per the SWP.

3.3 General Managers / Service Directors must:

- Ensure this procedure is implemented
- Establish and maintain WHS procedures to achieve WHS policy objectives.

4 PROCEDURE

4.1 Electrical Equipment

Identify, register and risk assess electrical equipment

Workers and Contractors are required to visually inspect the cord and plug of electrical equipment for any signs of damage prior to using it and during workplace inspections. They must also ensure that power points are turned off prior to plugging in and before removing the plug after using any piece of equipment. When removing a plug from a power point, it is to be removed by the plug and not by pulling the cord.

Workers must follow manufacturer's instructions and safe work procedures in the use of electrical equipment to ensure that the equipment is not damaged during use or storage.

The Manager of each department must:

- Identify and register all 'non-clinical' electrical equipment used in the workplace on the Electrical Equipment Register form (ISLHD CORP F85)
- Determine the frequency and type of control required for all plug in type electrical equipment in a specific work area using the Plug In Electrical Equipment Inspection and Testing Assessment Matrix (Table 1). This table is also located on the Electrical Equipment Register Form (Word) or the excel version will automatically determine the frequency. Some examples of common items of electrical equipment and testing frequencies are:
  - Power tools – annual
  - Portable electrical equipment - annual
  - Kitchen equipment - annual

- Printers – 5 yearly
- Monitors – 5 yearly
- Photocopiers – 5 yearly

- Implement processes to ensure that the Electrical Equipment Register form is kept current and made readily available to workers and others who may require access to the information

- Always consider if it is possible to change a Safe Work Practice (SWP) for the item of equipment to reduce the risk of item damage. Where possible improve the SWP and reassess the testing or inspection requirements again

Table 1:

		Environment the cord is exposed to:	
		Hostile – cord can suffer: Crushing, Pinching, Bending, Scraping Dragging, Heat, Chemicals, Water/ humidity	**Non Hostile** – cord not exposed to any - Crushing, Pinching, Bending, Scraping, Dragging, Heat, Chemicals, Water/ humidity
Cord or equipment	**Cord flexed/equipment moved regularly**	Test and Tag every month & maintain visual cord inspections test safety devises daily	Test and Tag every 12 months & maintain visual cord inspections and test safety devises monthly.
	Cord flexed/ equipment moved occasionally	Test and Tag every 3 months & Maintain visual cord inspections and test safety devises monthly.	Test and Tag every 2 years & maintain visual cord inspections and test safety devises monthly.
	Cord never flexed/equipment never moved	Test and Tag every 12 months & maintain visual cord inspections and test safety devises monthly.	Test and Tag every 5 years & maintain visual cord inspections and test safety devises monthly.

Test and Tag of Electrical Equipment

All electrical equipment must be tested and tagged. The manager of the department must ensure the person undertaking the inspection/testing is a competent person (e.g.: electrician, certified test and tagger). The tags must include the following details:

- The date of inspection and testing
- The results of the inspection/testing undertaken
- The date due of next inspection/testing.

In the event an inspection or test for a piece of equipment results in a “fail” (evidence of damage to the cord or plug), the equipment must be removed and tagged out of service.

Electrical equipment must be checked regularly to ensure that the testing and tagging schedule has been maintained. Risk assessments must be reviewed whenever the operating conditions change for electrical equipment and in consultation with workers.

When hiring or leasing any electrical equipment it must be tested and tagged by the supplier prior to coming on site.

4.2 New Equipment

Equipment that is brand new "out of the box" does not require testing prior to use, however the cord and plug must be visually inspected for damage before use and it must be added to the department's electrical register and risk rated to determine its testing and tagging requirements. This equipment should be tagged with the date the first inspection is due.

Monitor

The inspection and testing schedule must be monitored to ensure it is being followed. This can be completed by inspecting the equipment and register when completing the WHS Workplace monthly Inspection Checklist.

Review

The risk assessments must be reviewed whenever the operating conditions change or there has been an incident. The Electrical Equipment Register form must be updated, as per the results of any risk assessment review

4.3 Residual Current Devices (RCDs)

An RCD is an electrical safety device designed to protect against the risks of electrocution and fire caused by electrical earth faults. While RCDs significantly reduce the risk of electric shock they do not provide protection in all circumstances.

RCDs are particularly beneficial where electrical cords, item of equipment or operator are exposed to water and where there is a risk of the cord or plug being damaged.

Determining when RCDs are required

Department managers are to assess equipment against the following criteria to determine if any plug in electrical equipment may require an RCD.

- Is the equipment used in or the cord exposed to a **Hostile Environment as** outlined in *Table 1* that is likely to result in damage to the equipment or a reduction in its expected life span, including conditions that involve exposure to moisture, heat, vibration, mechanical damage, corrosive chemicals or dust?
- Is the equipment or the cord frequently moved during its use or moved between different locations in circumstances where damage to the equipment or to a flexible electricity supply cord is reasonably likely?

Common examples of electrical equipment requiring an RCD include:

- Plug in hand-held drills, saws and hair dryers
- Electrical equipment that is moved while in operation, including floor polishers, vacuum cleaners and extension cords
- Electrical equipment moved between jobs that could result in damage to the equipment, such as electric welders, electric cement mixers and extension cords.

Access to RCDs

Where equipment is identified as possibly needing an RCD the manager will contact the maintenance department.

The maintenance department will assist the manager by:

- Determining if the equipment is either a “direct current device” or “under 50volts alternate current” (therefore not requiring RCD).
- Outlining options available to the manager for RCDs such as changing the plug on the device, using portable RCDs or current fixed RCDs already fitted in the workplace.

4.4 Hiring/Leasing Equipment

When hiring or leasing equipment, the manager must ensure that the supplier has electrically inspected and tested the equipment prior to supplying it, as per the ISLHD Hire / Lease arrangements

4.5 Damaged/faculty Equipment and the use of Caution Tags

If you experience an electric shock or a ‘tingle’ when using a piece of equipment:

- Immediately notify your Manager and seek medical treatment
- Remove the item from service or isolate the area
- Ensure that an ims+ is entered and the relevant Safety Advisor is notified ASAP

In the event that any piece of equipment is identified as damaged or unsafe, the item is to be isolated and removed from service.

The following is the ISLHD process when equipment has been identified as damaged or faulty:

- Fill in the Caution – Do not use or Operate (Appendix 1) tag and attach this to the item
- Ensure you complete a work request via AFM Online if in a hospital based facility, or following your established local process for non-hospital based services.
- Move the item away from the work area so it is not used by others, ensuring that it is stored in the site designated area
- Ensure that the equipment is clean prior to relocating
- Advise your Manager and work colleagues of the action you have taken.
- Ensure that any relevant power point IS NOT USED until it has been checked by an Electrician

Local area arrangements are to be determined for the storage location of faulty damaged beds. This location is to be communicated to all area’s to ensure that beds are stored correctly.

4.6 Removal of a Caution Tag

The removal of a caution tag can only be done by the repairer. The repairer may include:

- Maintenance staff
- Manufactures representative
- Equipment Contractor
- ICT

4.7 WHS Pre-Purchase Checklist

Prior to purchasing or trialing any equipment a WHS Pre-Purchase Checklist (ISLHD CORP F291) is to be completed. The checklist is to be completed in consultation with relevant workers. The WHS Pre-Purchase Checklist is to be trimmed in a local container and must be available if required.

5. DOCUMENTATION

- Electrical Register ISLHD CORP F 85
- Pre Purchase Check list ISLHD CORP F 291

6. AUDIT

Compliance with this procedure will be audited through Ministry of Health WHS Audit Tool during the 2yearly audit cycle.

7. REFERENCES

- WHS Act 2011
- WHS Regulations 2017
- NSW Code of Practice – Managing the risks of plant in the workplace
- NSW Code of Practice – Managing electrical risks in the workplace
- NSW Health Workplace Health and Safety: Policy and Better Practice Guide
- AS/NZS 3760:2010 In-service Safety Inspection and Testing of Electrical Equipment

8. REVISION & APPROVAL HISTORY

Date	Revision No.	Author and Approval / Date
August 2004 Aug 2006	DRAFT	OHS Co-ordinator and OHS Safety Manager. Approved by former IAHS Area Policy and Procedure Committee 26 August 2004
		Karen Sutton OHS Officer, Safety Injury Management Bureau.
March 2007	0	Draft 1 above reviewed and formatted by Manager, Systems Integration. Approved by Executive Sponsor, Matthew Daly, DCO on behalf of DWD. Final approval by Area Executive Committee, 13 March 2007 as an interim area policy until March 2008.

February 2010	1	Dieter Schultejohann OHS Coordinator, Workforce Safety and Injury Management Service in Consultation with Tony Grainger Chief Engineer SESIH and Network Maintenance Managers. Policy name change to Electrical Equipment Assessment for Test and Tagging Schedule. Approved by Gerard Rooney, Director, Workforce Development
August 2010	2	Name changed to Non-biomedical electrical equipment – risk assessment and tagging schedule as per request from Peggy Oppel
March 2011	3	Troy Williams, OHS Officer, Area Workforce Safety & Injury Management Service. Amended to reflect change to Local Health Network.
September 2014	4	Jared Lucas – Safety and Well-Being Manager ISLHD Safety Management System Review and
March 2021	5	**Author:** Safety Coordinator **Approval/Date:** Corporate Policy Recommendation committee/ February 2021 **Approval/Date:** Executive Director Strategic Improvement Programs/ March 2021
May 2021	6	**Author:** Safety Coordinator Minor changes approved by Director, Corporate Governance & Risk Management/ May 2021

8. APPENDIX 1 – Caution – Do not use or operate tag