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ELECTRICAL SAFETY PROCEDURE

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1 Purpose

Bethanie is committed to providing safe and healthy workplaces for workers, customers, visitors and other persons. Managing risks associated with electricity is a requirement under work, health and safety (WHS) and electricity legislation in WA. Electrical risks can include death, shock or other injuries caused by direct or indirect exposure to electricity. For these reasons, no live electrical work can be conducted at any Bethanie workplace with the exception of fault finding to be conducted by a licensed electrician only.

Hazards related to electricity in aged care include:

- Contact with “live” electricity from electrical works or damaged equipment;
- Electrical faults leading to fires;
- Damage to portable electrical equipment such as damage to plugs and cables; and
- Damage to fixed electrical equipment such as power points and fixed electrical equipment.

This procedure is designed to outline how Bethanie will manage the risk of electrical hazards across the business. All workers are responsible for checking electrical equipment prior to use, tagging unsafe equipment “out of service” and escalating electrical hazards as soon as possible.



2 Scope and Applicability

Who must use this policy:	All Bethanie workers, which includes employees, volunteers, contractors and sub-contractors. Students, apprentices and labour hire workers are required to reasonably comply with this policy.
Why this policy is important:	This procedure outlines electrical safety requirements across Bethanie.
When this policy applies:	This policy applies in all Bethanie workplaces and any other location that workers, including contractors are undertaking work on behalf for Bethanie.
Who to ask for more information:	<ul style="list-style-type: none"> • Your Manager • Work, Health and Safety Team

3 Definitions

Term	Definition
“Live” electrical work	Live electrical work refers to working near or on electrical equipment while it is still connected to the power source. This is an unsafe practice and frequently results in burns, shocks, serious incidents and fatalities. The only exception is when a licensed electrician is fault finding.
Isolation (Electrical)	The process of disconnecting a circuit or piece of equipment from its power source to ensure its de-energized, preventing accidental re-energization and ensuring safety during maintenance or repairs. Isolation is confirmed by using a voltage indicator or test lamp and verifying that no current is flowing.



Term	Definition
	It's also crucial to clearly mark the isolation point, use lockout/tagout procedures, and provide warning signs to inform others of the isolated status.
Electrical isolation locks and danger tags	<p>Electrical isolation locks, also known as lockout-tagout (LOTO) devices, are essential for ensuring worker safety during maintenance, repair, or servicing of electrical equipment. These devices prevent accidents and injuries by keeping electrical equipment de-energized while work is being performed, thereby avoiding accidental re-energization and potential harm to workers. Electrical isolation locks and tags are used to physically lock off isolation points, and they must have an attached danger tag to provide visual warnings against unintended re-energization. These locks can be attached directly to the isolation point or onto ancillary equipment, such as hasps, when multiple lock-on is required, ensuring comprehensive safety measures are in place. Please refer to the Electrical Isolation Procedure for more information.</p> 
Out of service tags	<p>A label that indicates equipment or machinery is damaged or unsafe to use and must not be operated.</p> 
Residual Current Device	<p>A Residual Current Device (RCD), also known as a safety switch or Earth Leakage Circuit Breaker (ELCB), is an electrical safety device that protects individuals from electrocution by detecting and rapidly switching off the flow of electricity when a leak to earth occurs.</p>
Testing and tagging	<p>A process to ensure the safety of appliances in compliance with regulations of electrical safety in the workplace and includes identifying potential hazards, conducting electrical tests, and then tagging the equipment with details of the testing and next due date.</p>
Competent Person	<p>A competent person is one who has the necessary practical and theoretical skills, acquired through training and experience to correctly undertake the task of electrical tagging and testing. Training must be conducted by a registered training organisation accredited to deliver the training under the vocational education and training system.</p>



4 Responsibilities

Role	Responsibilities
Managers	<ul style="list-style-type: none"> • Ensuring electrical equipment is tagged and tested in accordance with Bethanie requirements; • Ensuring workers understand how to use electrical equipment safely and what hazards may arise from its use; • Ensuring electrical repairs, installation and maintenance work are completed by a competent person - this can be completed by raising a job in BEIMS. • Providing "out of service" tags for workers to use when necessary; • Tagging out of service and removing damaged or faulty electrical equipment from service; • Ensuring equipment and RCDs meet all statutory requirements, so far as is reasonably practicable; • Consulting with workers on electrical hazards and controls; • Implementing systems for securing electrical cables to prevent accidental damage and minimise trip hazards.
Licensed Electrician (may be a contractor, sub-contractor)	<ul style="list-style-type: none"> • Repair, install and service electrical equipment and RCD's in accordance with legislative requirements and relevant Australian Standards; • Not to undertake any "live" electrical work on any Bethanie site unless fault finding; and • Must have a documented electrical safety system for the types of works to be conducted on Bethanie sites.
Maintenance workers	<ul style="list-style-type: none"> • Maintenance workers shall receive training in testing and tagging requirements using a portable appliance tester (PAT) and will complete inspecting and tagging of portable electrical equipment as per the Bethanie planned preventative maintenance schedule.
All employees and volunteers	<ul style="list-style-type: none"> • Use electrical equipment for the purpose it was designed; • Visually inspect equipment prior to use; • Tag any damaged electrical equipment with an out of service tag and remove from use; • Report electrical safety hazards and incidents in ARCH and to their Manager; • Raise a job in BEIMS for repair / replacement as required; and • Secure electrical cords to reduce the risk of cord damage and trip hazards.
WHS Department	<ul style="list-style-type: none"> • Investigate high risk electrical safety hazards and incidents; • Report any electrical incidents to the relevant network operator under <i>The Electricity (Licensing) Regulations 1991</i> and WHS legislation as required.



5 Procedures

5.1 Use of Electrical Equipment

- Double adapters and plug-in type fragrance dispensers are banned from use in Bethanie workplaces.
- Power boards may be used as required but only where they have an RCD fitted / overload cut-out fitted.
- When an extension cord is required on a temporary basis, no more than one extension cord shall be used. These extension cords shall have transparent or moulded plugs and be positioned in a way that they cannot become damaged, wet or become a trip hazard.
- Workers are not to use portable electrical equipment that does not have a current, in-date electrical tag or when an appliance or its electrical supply is damaged.
- When an electrical fault is detected or has an out-of-date tag, the appliance shall be immediately withdrawn from service, an 'Out of Service' attached to the device and reported to the Manager and in ARCH.
- Only a licensed electrician shall carry out electrical repairs or alterations.
- Always switch off appliances at the power point before removing the plug. Electrical equipment not in use shall be switched off.
- Areas around electrical switchboards or electrical switchboard cupboards shall have at least one metre clearance zone.
- Electrical switchboards and electrical switchboard cupboards shall be kept locked and no items are to be stored in an electrical switchboard cupboard.
- A suitable fire extinguisher shall be located adjacent to the electrical switchboard.

5.2 Residents and their families

Residents and their families shall be notified in the residents' handbook of the electrical safety requirements, the reason for electrical inspections, and the need for safe electrical equipment including the ban on double adapters and plug-in type fragrance dispensers.

5.3 Electrical Infrastructure Faults

- Any fault identified with power to the site or light switches, power to be turned off (if possible) and tagged out of service.
- A licensed electrician will be required to carry out repairs and/or replacement as soon as is reasonably practicable.
- Electrical isolation for plant and equipment is detailed in the Electrical Isolation Procedure.

5.4 Residual Current Devices

5.4.1 Installation and Usage:

- RCDs, also known as safety switches, must be installed at the main electrical switchboard or within individual power points.



- In environments not protected by a switchboard RCD, portable RCDs must be used for all electrical equipment.
- Home Care workers will be provided with a portable RCD by Bethanie, which must be always used when operating portable or handheld electrical equipment.

5.4.2 Testing Procedures

Switchboard RCDs

- Must be tested and documented as required in the site maintenance plan.
- Tested every six months by a licensed electrician.
- The push-button test requires pressing the test switch twice to ensure mechanical release both times "without undue delay."
- Staff and residents must be informed prior to testing, as power will be disconnected.
- The electrician must reset the RCD after testing.
- If the RCD fails to trip, it must be replaced.

Portable RCDs for Home Care Workers:

- Must be tested every 12 months.
- A push-button test should be conducted by the user/staff and recorded in a logbook.
- The test involves pressing the RCD test switch twice to ensure it releases mechanically both times "without undue delay."
- If the RCD fails to trip, it should be replaced.

5.4.3 Safety Precautions:

- Under no circumstances should unqualified individuals attempt to repair or replace an RCD. Reference: Work Health and Safety (General) Regulations 2022 r.165 Testing of residual current devices

5.5 Testing and Tagging of Electrical Equipment Guidelines

5.5.1 Requirements for Testing and Tagging:

- A competent person must visually inspect and electrically test the equipment, then tag it with the test results (See 5.5.3 Unsafe electrical equipment if equipment fails inspection and testing).
- Testing is required for electrical equipment that:
 - Is supplied with electricity through an electrical socket outlet.
 - Is used in environments where normal use exposes it to conditions likely to cause damage or reduce its lifespan, such as moisture, heat, vibration, mechanical damage, corrosive chemicals, or dust.

5.5.2 Record Keeping:

- A record of any testing carried out must be maintained until the equipment is next tested, permanently removed from the workplace, or disposed of.
- The testing record must include:
 - The name of the person who conducted the testing.
 - The date of the testing.



- The outcome of the testing.
- The date for the next scheduled testing.

5.5.3 Unsafe electrical equipment

Any unsafe electrical equipment must:

- Be disconnected (or isolated) from its electricity supply
- Once disconnected (or isolated) is not reconnected until it is repaired or tested and found to be safe or is replaced or permanently removed from use

Reference(s):

Work Health and Safety (General) Regulations 2022:

r.149 Unsafe electrical equipment

r.150 Inspection and testing of electrical equipment

r.151 Untested electrical equipment not to be used

5.6 Test and tagging frequency

5.6.1 Office equipment

- Every five years from the time of purchase or every two years for any items subject to exposure to damage i.e. laptop cables.

5.6.2 Customer rooms in ACH

- Every two years for portable electrical items.

5.6.3 Laundries

- Two yearly for portable electrical equipment.
- Household electrical equipment used in a laundry are not fit for purpose and should be reviewed for suitability. If used, they should be tagged and tested 12 monthly.

5.6.4 Cleaners room/ cleaning equipment

- Vacuum cleaners are currently tagged and tested on a four monthly basis by an external contractor.
- iMops are powered by a lithium battery. A battery charger is required and this should be bolted to the wall and secured. This considered to be fixed in place and the cord is not subject to flexing to tagging and testing is not required. Lithium battery storage requirements are outlined in the Bethanie Emergency Management Framework.

5.6.5 Maintenance room/ workshops

- Fixed computers should be tagged when placed into service and then tagged and tested five yearly however unlikely as most are replaced within five years.
- Battery chargers (if not fixed in place) should be tagged and tested two yearly.

5.6.6 Kitchenettes

- Refrigerators and dishwashers are stationary so tagging and testing is not required.



- Portable electrical equipment such as kettles and toasters should be tested two yearly.

5.6.7 Kitchens

- Refrigerators and dishwashers are both stationary and fixed so no testing is required.
- Portable electrical equipment such as kettles, microwaves and toasters should be tested two yearly.
- Additional items such as handheld commercial blenders may be used in commercial kitchens however these should be commercial grade and designed for commercial use. In these cases, these should be checked two yearly.

5.6.8 Activity rooms

- Portable electrical equipment is not considered to be in a hostile environment and should be tagged and tested two years (example: lamps, radios).
- TV that are fixed do not require tagging and testing.

5.6.9 Portable equipment

- Two yearly from the time of purchase.

6 Consequences of Procedural Breach

- This procedure is binding on Bethanie staff, as per Section 1: Scope and Applicability.
- Roles and Responsibilities in relation to this policy are set out in Section 4.
- Failure to comply with the policy may constitute a breach of the Bethanie Code of Conduct and business practices.

7 Related Documents

Legislation
<i>Work, Health and Safety Act 2020</i>
<i>Work, Health and Safety Regulations 2022</i>
<i>The Electricity (Licensing) Regulations 1991</i>
Policy and Support Documents i.e. internal Guidelines or Forms
Emergency Management Policy
Emergency Management Framework
Electrical Isolation Procedure
Standards
Strengthened Aged Care Standard 2: The organisation
Strengthened Aged Care Standard 4: The environment
AS3000 Wiring Rules
AS/NZS 3670:2022 Electrical safety standards
References
<i>AS/NZS 3019:2021 - Western Australian Government Department of Health website</i>
<i>AS3786:2014 - Western Australian Smoke Alarm Legislation</i>
<i>Building Amendment Regulations 2009 & Local Government (Miscellaneous Provisions) Act 1960</i>



8 Document Control

Approved by	Operational Leadership Team	Next Review	November 2028
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Description of Change	Procedure updated with the transition back to internal maintenance and contractor management		
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1.0	Consolidated procedure based on historical Maintenance procedures	GM - WHS	December 2024
1.1	Procedure updated based on feedback and consultation with CityFM and external WHS advisor from Gallaghers	GM - WHS	April 2025