



ELECTRICAL SAFETY IN STUDENT ACCOMMODATION

CONTEXT

The College is obligated by OHS&W law to ensure that all electrical equipment used on campus is safe for use. This extends beyond exposure of staff to electrical hazards; there is a direct obligation to ensure the safety of students using electrical equipment permitted for use by the College. This is relevant in student accommodation over which the College has ultimate control.

This policy is complimentary to the Catholic Education Electrical Policy & Procedure [CESA Electrical Policy doc 9](#) which identifies responsibilities of the College to ensure that:

1. an inventory of all electrical equipment on site is developed,
2. regular testing of RCDs is undertaken by a competent person,
3. regular testing of all portable electrical equipment on site is undertaken by a competent person,
4. records are maintained throughout the life of the equipment
5. non-compliant electrical equipment is removed from service immediately (repair or disposal)
6. testing of emergency exit signs is regularly undertaken by a competent person

PRINCIPLES

The purpose of this policy is to mitigate risks related to electrical hazards so as to ensure the safety of students and staff in the Boarding House. In achieving this aim, the College will ensure that:

- adequate resourcing and funds are allocated to the testing and tagging of boarding students' personal electrical appliances ,
- only compliant equipment is used, and,
- non-compliant equipment will be confiscated,
- adequate knowledge about compliant procedures will be disseminated to staff, students & parents.

Compliant electrical equipment includes personal fans, small stereos, alarm clocks, laptop computers, ipod and mobile phone chargers, hair dryers and tongs, and a 4-outlet portable power board with 10amp cut off where necessary

Non compliant electrical equipment includes electric blankets, portable heaters and air conditioners, bar fridges, cooking appliances including kettles, double adaptors of any sort, and any piece of electrical equipment that has been adapted or tampered with in any way.

PROCEDURES

Boarding House Director will ensure that:

- all prospective and intending boarder families receive the current version of the *Boarding House Requirements*,
- Boarding House staff undertake responsibilities as outlined in this policy
- unsafe equipment is confiscated

Boarding House staff will:

- inspect all student rooms each term to identify non compliant electrical equipment which includes items listed in *Boarding House Requirements* document,
- use the attached inspection checklist and return it to the Business Manager following each inspection each term,
- reinforce with students the use of and positioning of portable power boards away from risks such as fluids or paper clips,
- immediately confiscate any electrical equipment that is non-compliant such as fans with guards removed, double adaptors, power boards with more than 4 outlets, power boards without 10 amp cut off, and
- seek advice from Maintenance Dept if unsure of whether equipment is safe or compliant.

Maintenance Manager will:

- liaise with Boarding House staff to allocate a convenient day to perform electrical tagging & testing within the first week of the school year,
- provide expert guidance to Boarding House staff on interpreting compliant and non-compliant equipment, and
- expedite subsequent testing and tagging on request of Boarding House staff

Students must:

- make the equipment available on the nominated day of testing at the beginning of the year,
- ensure any electrical item brought in after the 'nominated test day' is taken to the Boarding House Supervisor to arrange for testing before it is used in their room,
- not tamper with electrical items (eg removing guards from personal fans), and
- use the approved portable power board only (no double adaptors),
- alert supervisor of any faulty/malfunctioning equipment.

REFERENCES

Catholic Education Electrical Policy & Procedure [CESA Electrical Policy doc 9](#)

OHS&W Regulations 1995 : Division 2.5

Australian Standard 3760 *In-service safety inspection & testing of electrical equipment* . . .

ASSOCIATED DOCUMENTS/FORMS

Electrical Inspection Checklist

Approved by: Principal Name: Paul Hine Signature

OHS&W Committee Signature

Approved on June 2009

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