



Electrical Safety Policy

1. Purpose

- 1.1 Residential Scaffold Australia Pty Ltd & RoofSafe Solutions Pty Ltd (collectively referred to as 'RS') acknowledges its legal duty to ensure, so far as is reasonably practicable, that workplace participants and other persons at the workplace are not exposed to electrical risks arising from the business or undertaking. RS aims to eliminate the electrical risks, or if that is not reasonably practicable, minimise the risks so far as is reasonably practicable.
- 1.2 Workplace participants also have responsibilities in connection with managing electrical risks. Workplace participants must comply with this policy as amended from time to time and any relevant Code of Practice (for example, the Safe Work Australia *Managing Electrical Risks in the Workplace*), including any relevant regulation and/or State or Territory Codes of Practice, as amended from time to time.
- 1.3 With these duties in mind, this policy endeavors to outline appropriate risk control measures that must be implemented at work by both RoofSafe Solutions and, where appropriate, workplace participants.

2. Commencement of Policy

- 2.1 This Policy will commence from 01 December 2022. It replaces all other electrical safety policies of RoofSafe Solutions (whether written or not).

3. Application of Policy

- 3.1 This policy applies to employees, agents and contractors (including temporary contractors) of RS, collectively referred to in this Policy as 'workplace participants'.
- 3.2 This policy does not form part of any employee's contract of employment. Nor does it form any part of any other workplace participant's contract for service.

4. Definitions

- 4.1 **Competent person** means a person with the necessary practical and theoretical skills (acquired through training, qualification, experience or a combination of these) to correctly perform tasks within the scope of electrical work approved by management, or any other appropriate person, in nominating the person to one of the following categories.
- 4.2 **Electrical work** includes all work done on:
 - the electrical installation; and
 - electrical equipment.

The term includes both electrical and electronic work.

- 4.3 **Electrical equipment** includes any apparatus, appliance, cable, conductor, fitting, insulator, material, meter or wire that is used for controlling, generating, supplying, transforming or



transmitting electricity at a voltage greater than extra low voltage or is connected to or capable of being connected to the electrical installation. The term includes both electrical and electronic equipment.

4.4 **Electrical installation** is a group of items of electrical equipment connected together and can be supplied with electricity from a generating source. It includes the electricity supply to a building, such as the main switchboard, distribution switchboards, sub-switchboards and all associated fixed wiring including, without limitation, final sub-circuits, such as socket-outlets, isolation switches, and lights.

4.5 **Extra low voltage** means voltage that does not exceed 50 volts alternating current (50V AC) or 120 volts ripple-free direct current (120V ripple-free DC)

5. Risk control measures

5.1 Workplace participants must abide by the following risk control measures:

- a) Only qualified electricians should carry out electrical work.
- b) Electrical installations and equipment must be inspected, tested and maintained by a competent person.
- c) Report any electrical hazards immediately identified such as exposed wiring, burnt cords, damaged plugs to your direct manager, WHS representative or WHS committee member.
- d) Working 'live' cannot be justified as being as safe as working 'de-energised'.
- e) When working on equipment connected to an electrical supply, the workplace participant must ensure the electrical supply is disconnected by turning off the main switch, removing fuses or turning off circuit breakers and attaching a '**DANGER**' or '**OUT OF SERVICE**' tag; in accordance with relevant State or Territory guidelines. Additionally, the workplace participant must ensure that the equipment has been key locked to prevent inadvertent use or check if the tag has been removed.
- f) A workplace participant should not assume that electrical equipment is de-energised after isolation. Appropriate testing must be done prior to touching any electrical equipment.
- g) Electrical appliances, equipment and cords should be inspected by a workplace participant prior to use and any damage or faults immediately reported. Damaged equipment may need to have an '**OUT OF SERVICE**' tag attached and a lock out device used to prevent use of the equipment until repaired. Consult with your direct manager, OHS representative or OHS committee member on damaged equipment.
- h) A workplace participant must follow isolation/lock out/tag out procedures when working on plant or machinery.



- 5.2 If drilling into a wall or some other surface, the workplace participant must ensure that the location of electrical cables has been identified from current drawings prior to drilling commencing.
- a) All electrical fittings must comply with Australian Standard wiring rules.
 - b) All temporary electrical fittings must be fitted with an earth leakage device/residual current device.
 - c) An adequate number of power outlets will be provided for the electrical needs of any area. Where extra power outlets are required on a short-term or occasional basis, portable multi-plug power outlets with overload protection may be used. Double adaptors must not be used.
 - d) Any electrical equipment that is not safe to use must be disconnected and secured against further use until the fault is rectified.
 - e) Electrical leads are to be kept up off the ground (where reasonably practicable).
 - f) All electrical cord extension sets, flexible cables or fittings are to be located where they are not likely to be damaged and must be protected against any damage.
 - g) Portable power tools must be of the double insulated type.
 - h) All fittings to extension cords must be either non-rewirable (moulded) or transparent.
 - i) Adequate warning signs to warn of hazards must be displayed at or near the work areas if there is a risk of exposure of personnel to hazards arising from electricity.

6. Records

6.1 Records must be kept in a central file for all inspections, tests and maintenance carried out for electrical equipment and electrical installations. The following information must be recorded:

- a) The name of person who made the inspection or carried out the test of maintenance.
- b) The date/s when the inspection was made or the test of maintenance was carried out.
- c) The result or outcome of the inspection, test or maintenance.
- d) The date by which the next inspection and test must be carried out.

7. Breach of this Policy

7.1 All workplace participants must comply with this policy at all times. If a workplace participant breaches this policy they may be subjected to disciplinary action including termination of employment. Agents and contractors (including sub-contractors and



Residential Scaffold RoofSafe Solutions

106 - 110 Harburg Drive, Beenleigh QLD 4207
(07) 3807 1739
sales@residentialsccaffold.com.au
www.residentialsccaffold.com.au

8 - 16 Gay Street, Coopers Plains QLD 4108
(07) 2111 9996
sales@roofsafesolutions.com.au
www.roofsafesolutions.com.au

temporary contractors) may have their contracts with Roofsafe Solutions terminated or not renewed.

Variations

RS reserves the right to vary, replace or terminate this Code from time to time.

All RS policies and procedures will be reviewed every two to three years and distributed to staff. RS is committed to providing an environment which is safe for all staff. You will not be disadvantaged in your employment conditions or opportunities as a result of lodging a complaint.

Signed 

Dated 28/10/2022

Residential Scaffold Australia & RoofSafe Solutions