

TEST TAGGING COMPLIANCE

Code of Practice

The Code of Practice Managing electrical risks in the workplace provides practical guidance for persons conducting a business or undertaking (PCBUs) on managing electrical risks in the workplace. It applies to all workplace where a PCBU:

- has management or control of electrical equipment, including electrical installations, or
- carries out electrical work on or near energised electrical equipment, including electrical installations.

Inspection and testing

If you are a PCBU you must make sure that electrical equipment is regularly inspected and tested by a *competent* person if the electrical equipment is:

- supplied with electricity through an electrical socket outlet; and
- used in an environment which exposes the equipment to operating conditions that are 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.

A competent person is someone who has acquired, through training, qualification or experience, the knowledge and skills to carry out the task. A licensed electrical worker is deemed to be competent for the purpose of electrical inspection and testing.

You must not use any electrical equipment that has not been tested. The exception is newly-purchased electrical equipment, straight out of the box. This equipment is deemed to have been tested but needs to indicate the next due date for testing.

Safe work SA can regularly check that electrical testing requirements are being met.

Record keeping

You must ensure that you keep a record of any testing of electrical equipment until the next test or until the equipment is permanently removed from the workplace or disposed of.

A record must specify:

- the name of the person carrying out the testing
- the date of the testing
- the outcome of the testing
- the date on which the next testing can be carried out.

This record can be in the form of a tag attached to the electrical equipment, however, other methods such as logbooks, a register or computerised database can also be used.