

Electrical Safety and Privately Owned Electrical Appliances

Guideline

This guideline should be read in conjunction with the following documents:

- [Procedure: Electrical safety management](#)
- [Brochure: Electrical Safety – Be Safe with Electricity](#)

Staff/Student/Visitor/Contractor Responsibilities

To use a personally owned electrical device within the College, the responsible owner must:

1. seek approval from their supervisor to use the electrical item on campus and the staff member must ensure that the item is inspected, tested and tagged according to *AS/NZS 3760 In-service safety inspection and testing of electrical equipment* before being used in University workplaces. The cost of testing and tagging by a competent person or external company is to be covered by the appliance owner. If the electrical equipment/appliance fails the testing process, it must not be plugged in or used on ANU campus.
2. read and comply with electrical safety information and any instructions provided;
3. complete all required electrical safety training;
4. only use electrical appliances that have passed a visual inspection. Those items with an 'out of date or failed' test tag, danger tag or similar must not be used;
5. check that electrical appliances have a current test tag attached before use;
6. upon identification of equipment that is overdue for inspection, testing and tagging they must conduct a visual inspection, verify whether the appliance requires testing and report the piece of equipment to their supervisor, competent persons or management;
7. ensure the equipment is set up correctly and used according to safe operating instructions or recommended practices;
8. never repair, modify, or interfere with electrical equipment unless qualified to do so;
9. never interfere with by-pass isolation devices, marker tags or labels on electrical equipment;
10. be aware of the basic electrical safety features of their equipment;
11. correctly use safety devices and maintain personal protective equipment;
12. only use appropriate Electrical Portable Outlet Device (EPOD, i.e. power boards). EPODs must have overload protection and an Australian approval marking. "Low-cost" and, by implication, low quality EPODs should be avoided especially for high usage items;
13. not use double adaptors and 'Piggy back' plugs;
14. ensure that where travel adaptors are used they contain an Australian approval marking and have been tested and tagged; and
15. immediately report all injuries, exposures, hazards or dangerous occurrences to their supervisor in accordance with the [WHS Incident management procedure](#).

Visual Inspection

Before each use an appliance should be inspected by the user for any abnormalities and to ensure that, if required, the appliance has a current test tag. If any unusual sign(s) exists do not connect the appliance – send for repair or testing by a competent person.

Where it is not practicable for the user to conduct a visual inspection before subsequent uses, then the user, supervisor and/or a competent person should determine an appropriate inspection frequency or schedule.

Privately owned electrical appliances used within the University library and lecture theatres

The University has provided power outlets, protected by residual current devices, for the use of visitors in these public areas. Privately-owned electrical appliances (for example, laptop computer or phone charges) may be used at outlets in these areas provided that the appliance complies with the appropriate Australian or international electrical manufacturing standard. The equipment must be inspected and maintained by the owner and be in a safe condition.

List of equipment that is not permitted by the University

- Double adaptors and 'piggy back' plugs are not permitted by the University;
- Power boards must have overload protection and an Australian approval marking. Low cost and low quality power boards should be avoided;
- Extension cords should only be used as a temporary solution and are not to be installed as fixed wiring;
- Travel adaptors must contain an Australian approval marking and have been tested and tagged;
- International appliances must be visually inspected to ensure the voltage, fuses, cables and plugs with 'insulated pins' meet Australian requirements. Appliances that do not meet Australian or University requirements must undergo the University Electrical Design Certification process;
- Privately owned kettles and cooking equipment must not be used on campus as these items are at high risk of tripping power circuits.

Removal of Equipment

Where a non approved electrical device is located, the supervisor will speak with the owner of the equipment and seek its removal.