

Information about Test and Tag

HSE-INFO-002

This Information Sheet provides information for the testing and tagging of electrical appliances at JCU

What is test and tag at JCU?

The *Electrical Safety Regulation 2013* (Qld), requires certain items of electrical equipment to be inspected and tested to confirm it is electrically safe.

Once inspected and deemed electrically safe, an inspection tag is affixed to the equipment to display its testing status and expiry date.

Why test and tag?

Depending on the nature of the work, some equipment may need to be regularly inspected and tested to detect obvious damage, wear or other conditions which might render it unsafe to use.

Failure to comply with legislative requirements can attract fines or court action.

Who is responsible for test and tag at JCU?

The Estate Directorate are responsible for the management of the test and tag program at all JCU locations.

The HSE Unit provides assistance to the Estate Directorate by sharing test and tag information that is gathered throughout audits and inspections and disseminating information like this Information Sheet to the JCU community.

At some JCU locations, the Estate Directorate may engage external service providers to undertake testing and tagging on their behalf. This will be determined and managed by the Estate Directorate. This ensures all test and tag information is managed centrally and is stored in one single database.

Colleges should cooperate with the Estate Directorate to arrange mutual convenient times to have all electrical equipment accessible if testing and inspection is required.

Does all electrical equipment need to be tested and tagged?

No. The type of electrical equipment that must be inspected and tested depends on the nature of the work being carried out.

There are five work types under the test and tag program:

- Construction work
- Manufacturing work
- Amusement work
- Service / office work
- Rural industry work

The type of work which the electrical item will be used for, determines if the item requires test and tag and how often it needs to be inspected.

The flowchart attached can be used to determine the test and tag requirements for each of the five work types.

What about electrical equipment used in laboratories?

Due to the diverse nature of the work performed in laboratories at JCU, the HSE Unit and the Estate Directorate employ a risk-based approach to determine the inspection and testing schedule for equipment used in each individual lab.

This risk-based approach considers the conditions that the equipment is subjected to, to determine its testing regime. For example, if equipment is exposed to chemicals, moisture or heat (hostile environment) it must be tested and tagged.

The Estate Directorate and the HSE Unit notify each laboratory of the outcome of the risk assessment and, if required the testing schedule for that lab. Appropriate signage should be erected and / or induction information should be developed to notify anyone using the laboratory of the testing requirements.

What about electrical medical equipment?

There are additional test requirements mandated for electrical equipment commonly used in diagnostics and patient treatment or therapy.

The test regime for such equipment is much more rigorous than for other items. Managers of this equipment should contact the Estate Directorate or the HSE Unit for specialised advice.

What about equipment which is brought into an area that has been in use elsewhere?

If equipment is brought into an area from elsewhere, it may already bear a tag confirming a current test.

If the equipment does not have a current tag attached, contact the Estate Directorate to arrange for its inspection before use.

What if equipment bears an out-of-date tag?

The equipment must be taken out of service and marked 'out of service' to ensure there is no accidental or continued use.

Contact the Estate Directorate to organise repair and / or testing and tagging.

What must I do if I purchase a new electrical item?

Prior to use, you must have permission from the supervisor of the area to introduce the equipment.

Contact the Estate Directorate to organise the testing and tagging of the new equipment.

What do I do if I bring my own electrical equipment onto a JCU place of work?

Firstly, if the equipment is to be used in a hostile environment, you must have permission to do so from the area supervisor. Secondly, the equipment must have a current test tag attached.

It is recommended that privately owned equipment should not be retained in hostile areas.

If encountered during a testing and tagging session the equipment will be subjected to the electrical test and tag process.

Intervals for testing

The class of work determines how often specified electrical equipment and safety switches are tested. Once an electrical item is included into the test and tag regime, the Estate Directorate will manage its re-testing and tagging.

The electrical equipment is protected by an electrical safety switch. Is test and tag still required?

Under some work types, if the electrical equipment is used where the power circuit is protected by a safety switch, then testing and tagging is not required. However some exceptions apply. Use the flowchart attached to determine if exceptions apply to your area.

How do I know if a safety switch is installed?

Most JCU buildings are fitted with a safety switch. However confirmation of the status of the safety switch should be obtained from the Estate Directorate.

The Estate Directorate is currently rolling out a program to have all JCU controlled buildings fitted with a safety switch. If you know your building does not have a safety switch installed, you should contact the Estate Directorate to confirm the building has been included in the upgrade program.

What is a hostile environment?

If electrical equipment is located in a 'hostile environment' the equipment will need to be included in the test and tag program.

A hostile environment is a location in which the equipment or appliance is normally subject to events or operating conditions likely to result in damage to the equipment or a reduction in its expected lifespan.

This includes, but is not limited to mechanical damage, exposure to moisture, heat, vibration, corrosive chemicals, and dust.

Extension leads and power boards

Extension leads and power boards are considered electrical items. This means all extension leads and power boards must be tested and tagged as part of the program.

It is important to remember that if any extension lead or power board is not fit for its intended use, or it does not have a current test tag, then it should not be used and should be withdrawn from service.

Further information:

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Test and Tag Flowchart

