

ELECTRICAL WORK NEAR LOW VOLTAGE - CHW

POLICY AND PROCEDURE[®]

DOCUMENT SUMMARY/KEY POINTS

- This policy and procedure aims to provide protection from electrical shock as well as reduce the risk of fire.
- All staff, patients, contractors and visitors are strictly prohibited from working on, or instructing any person to work on, electrical installations and electrical appliances or equipment unless suitably qualified (current NSW Electrical License) to do so and prior approval is obtained from the Engineering and Maintenance Department.
- All facility contractors working on equipment which is hard wired in the building must be inducted through Engineering and Maintenance prior to coming on site.
- Managers and supervisors are responsible to ensure that all staff, patients, contractors and visitors are aware and comply with the provisions of this policy and procedure.

CHANGE SUMMARY

- Title change
- Definitions added
- Changes to sections 2.1 and 2.5.

READ ACKNOWLEDGEMENT

- Maintenance Department staff and all Managers must read and acknowledge they understand the contents of this document.

Approved by:	SCHN Policy, Procedure and Guideline Committee	
Date Effective:	1 st October 2015	Review Period: 3 years
Team Leader:	A/Engineering Manager	Area/Dept: Maintenance Department

1 Policy

The Hospital is committed to ensuring staff, patients, contractors and visitors are not exposed to electrical hazards and the consequences thereof. Accordingly, this policy and procedure aims to provide protection from electrical shock as well as reduce the risk of fire.

All staff, patients, contractors and visitors are strictly prohibited from working on, or instructing any person to work on, electrical installations and electrical appliances or equipment unless suitably qualified (current NSW Electrical License) to do so and prior approval is obtained from the Engineering and Maintenance Department.

All electrical appliances, equipment and residual current devices shall be inspected and tested in accordance with Australian Standards to ensure that they are maintained in a safe condition.

All low voltage exposed conductors and electrical apparatus shall be regarded as 'energised' (i.e. connected to a source of electrical supply or subject to hazardous induced or capacitive voltages) until isolated and proved de-energized by approved means.

All associated equipment must be clearly Danger Tagged for all the works on or near de-energized low voltage electrical apparatus.

Definitions

Extra Low Voltage: Not exceeding 50VAC or 120V ripple-free DC.

Low Voltage: Exceeding extra low voltage (above), but not exceeding 1000 volts alternating current or exceeding 1500 volts direct current.

Responsibilities

- Managers and supervisors are responsible to ensure that all staff, patients, contractors and visitors are aware and comply with the provisions of this policy and procedure.
- The Engineering and Maintenance Department shall be responsible for the maintenance, alteration, addition, testing, and repair of Electrical Installations and shall maintain a register of all authorized and inducted electrical staff or contractors in the Hospital (including contractors).

Incident Management

- In case of electric shock or suspected electric shock the victim shall immediately be transported for treatment.
- All cases of electric shock or suspected electric shock shall be reported in IIMs.

Risk Management

- Hazard/Risk assessments shall be carried out for all types of work near or on live electrical work.
- If persons are in doubt as to the safe performance of any work assigned to them on or near exposed electrical apparatus they shall request further instructions from their supervisor.

Related Documents

- **Equipment (non-clinical): Safety Isolation Policy and Procedure:**
<http://chw.schn.health.nsw.gov.au/o/documents/policies/policies/2010-8017.pdf>
- **Communication & PABX Cable Management Policy and Procedure:**
<http://chw.schn.health.nsw.gov.au/o/documents/policies/policies/2011-8050.pdf>

2 Procedure

2.1 'Live' Electrical Works

Working on 'live' electrical installations is prohibited except in circumstances where it is unavoidable and then only in strict adherence to the standard WHS Legislation Clause 157.

2.2 Reporting of Electrical Incidents and Hazards

All electrical incidents and hazards shall be reported immediately to the Engineering and Maintenance Department on extension 52640 and subsequently using the Incident/Hazard Report Procedure and Form (Safety at Kids).

Any person in receipt of an electrical shock shall be required to immediately undergo a medical assessment by a qualified medical practitioner.

2.3 Electrical Installations on Construction Sites

All work performed on electrical installations on Construction Sites shall be in accordance with the provisions of Work Health and Safety Legislation and the relevant requirements of Australian and New Zealand Standard 3012.

2.4 Tagging and Lockout

The Engineering and Maintenance Department has 'tagging and locking out' policy (Refer to [Equipment \(non-clinical\) – Safety Isolation Policy and Procedure](#)) about the works/ appliance that may have potential danger. All personnel at the Hospital, including Contractors, Sub-Contractors and their employees upon becoming aware of a possible hazardous Electrical Appliance/Equipment, must follow the procedure as described above under 2.2 Reporting of electrical hazards.

2.5 Working on, or in the Vicinity of Overhead Electric Wires

Unless authorised to carry out Electrical Work under the Electricity Act 1945,

- No work shall be performed on overhead electric wires located on Hospital premises.
- No work shall be performed on or adjacent to a metal scaffold that is less than 4.5m horizontally from or less than 6.0m below overhead electric wires.
- No plant shall be used within 3m of overhead electric distribution wires or within 6 metres of overhead electric transmission wires, or in any manner by which the plant could reach an aerial conductor.

2.6 Inspection and Testing of Electrical Appliances and Residual Current Devices

The Engineering and Maintenance Department shall be responsible for the inspection and testing of all fixed residual current devices in accordance with the relevant provisions of Australian and New Zealand Standard 3760.

2.7 Power boards, Electrical Cords and Double Adaptors

- The use of **double adaptors** shall be strictly prohibited.
- **All power boards** shall comply with Australian Standard 3105 and must as a minimum feature:
 - current overload protection;
 - a separate switch for each outlet; and
 - Must **not be used**:
 - to supply another power board or extension cord; or
 - in locations where they are at risk of contact with liquids.
- All **electrical cords** shall be:
 - fitted with moulded one-part non-rewireable or transparent plugs;
 - positioned and kept neat and tidy so as to not cause a tripping hazard or be at risk of damage.

2.8 Residual Current Devices (RCD)

The Hospital shall ensure that all power outlets likely to be used for portable hand held equipment shall have installed a residual current device into the supplying power circuit and that these outlets are clearly signed as fitted with RCD protection.

All staff, patients, contractors and visitors shall only use hand-held portable appliances:

- with power supplied through an RCD protected outlet; or
- in conjunction with a portable RCD unit.

Additional extension cords shall not be installed between any fixed power outlet and a portable RCD unit.

2.9 Personal Electrical Appliances and Equipment

Any personal Electrical Appliances/Equipment should not be brought to the Hospital (as per AS/NZS 2500/2004). Refer to Portable Electrical Equipment Testing Procedure for more information.

2.10 Heaters

- Radiant bar heaters are prohibited.
- All other portable heating device including fan heaters are also prohibited

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