

## Monash University Policy

<b>Policy Title</b>	Electrical Safety Policy (Australia only)
<b>Date Effective</b>	24-November-2014
<b>Review Date</b>	28-November-2017
<b>Policy Owner</b>	Maintenance and Minor Works Manager, Buildings and Property Division
<b>Category</b>	Operational
<b>Version Number</b>	1.0
<b>Content Enquiries</b>	<a href="mailto:F-SPolicy@monash.edu">F-SPolicy@monash.edu</a>
<b>Scope</b>	<p>This policy applies to:</p> <ul style="list-style-type: none"> <li>- All electrical equipment and installations on the Australian campuses, residences and on and off-campus residential facilities of Monash University.</li> <li>- All electrical equipment and installations of Monash College Pty Ltd business units on the university's Australian campuses and off-campus sites.</li> <li>- University-sanctioned activities by staff and students of Monash University, contractors, visitors, hire companies or any other person or agency associated with university activities.</li> </ul>
<b>Purpose</b>	This policy sets out a framework for the management and use of Electrical Installations and equipment at Monash University in compliance with the Occupational Health and Safety Act 2004 and the Electrical Safety Act 1998.
<b>POLICY STATEMENT</b>	

Electrical work is not to be undertaken on Monash University premises except by an appropriately licensed Electrical Installation worker engaged by the university's Facilities and Services Division.

This policy provides guidance to the university community in the management of electrical safety in the workplace, including safe use of approved electrical equipment, who is authorised to undertake electrical work and isolation of electrical machinery/equipment.

<b>Supporting Procedures</b>	<a href="#">Electrical Safety: Inspection, Testing, Tagging and Repairing of Electrical Equipment Procedures (Australia only)</a> <a href="#">Electrical Safety: Installation and Removal of Electrical Equipment Procedures (Australia only)</a> <a href="#">Electrical Safety: Purchase and Use of Portable Electrical Equipment Procedures (Australia only)</a>	
<b>Responsibility for implementation</b>	Executive Director, Buildings and Property Division	
<b>Status</b>	New	
<b>Approval Body</b>	<b>Academic Quality and Standards policies</b>	<b>Operational policies</b>

	<b>Name:</b> <b>Meeting:</b> <b>Date:</b> <b>Agenda item:</b>	<b>Name:</b> Chief Operating Officer and Senior Vice-President (Administration) <b>Date:</b> 28-November-2014
<b>Endorsement Body</b>	<b>Academic Quality and Standards policies</b> <b>Name:</b> <b>Meeting:</b> <b>Date:</b> <b>Agenda item:</b>	<b>Operational policies</b> <b>Name:</b> Facilities and Services Divisional Executive Group <b>Date:</b> 15-October-2013
<b>Definitions</b>	<p><b>Electrical Equipment:</b> 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; - is operated by electricity at a voltage greater than extra-low voltage; - is part of an electrical installation located in an area in which the atmosphere presents a risk to health and safety from fire or explosion; or - is, or is part of, an active impressed current cathodic protection system.</p> <p><b>Electrical Installation:</b> a group of items of electrical equipment that are permanently electrically connected together and can be supplied with electricity from the works of an electricity supply authority or from a generating source.</p> <p><b>University Premises:</b> buildings, land and property owned, leased and/or occupied by the university.</p>	
<b>Legislation Mandating Compliance</b>	<a href="#">Occupational Health and Safety Act 2004</a> <a href="#">Electricity Safety Act 1998</a>	
<b>Related Policies</b>	<a href="#">Occupational Health and Safety Policy</a>	
<b>Related Documents</b>	<a href="#">AS/NZS 3000:2007: Electrical installations</a> <a href="#">AS/NZS 3008.1.1:2009 : Electrical installations - Selection of cables</a> <a href="#">AS/NZS 3017:2007 : Electrical installations - Verification guidelines</a> <a href="#">AS/NZS 3760:2010 : In-service safety inspection and testing of electrical equipment</a> <a href="#">AS/NZS 4024.1:2006 - Safety of Machinery</a> <a href="#">Safe Work Australia - Managing Electrical Risks at the Workplace</a>	