Electrical Safety Policy

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Purpose

The purpose of this Electrical Safety Policy is to establish a clear, consistent and systematic approach to managing electrical risks at [Company Name]. This policy sets out the minimum standards, responsibilities and procedures required to prevent electric shock, arc flash, burns, fire, explosions and other harm arising from electrical work and the use of electrical equipment.

This policy applies to all workers, contractors, labour hire personnel, apprentices, trainees and visitors who may be exposed to electrical risks in the course of work activities undertaken by [Company Name], including off-site work such as installation, commissioning and servicing at client premises.

Scope

This policy applies to all operations, sites and projects controlled by [Company Name], with particular relevance to:

- Electrical and Solar installation, maintenance, testing and commissioning
- Manufacturing and Production environments using electrically powered plant and equipment
- Mining and Resources operations including surface and underground electrical distribution
- Air Conditioning and Refrigeration installation, servicing and commissioning

The policy covers:

- Electrical work (construction, installation, repair, alteration, maintenance, testing, fault finding, commissioning and decommissioning)
- Design, selection, procurement and installation of electrical equipment and systems
- Inspection, testing and tagging of portable electrical equipment and RCDs
- Operation and maintenance of fixed and portable electrical equipment
- High voltage (HV) and low voltage (LV) installations and switchgear
- Solar PV systems, battery storage systems and associated inverters and control gear
- Temporary electrical installations (e.g. construction sites, shutdowns, mobile plant)

Objectives

The objectives of this Electrical Safety Policy are to:

- Eliminate or minimise the risk of death, injury, illness, property damage and environmental harm arising from electrical hazards
- Ensure compliance with relevant work health and safety legislation, regulations, codes of practice and Australian Standards

- Provide clear responsibilities for officers, managers, supervisors, electrical workers and other workers
- Establish safe systems of work for electrical activities, including permit systems, isolation and lock-out/tag-out
- Ensure only competent and authorised persons carry out electrical work
- Ensure electrical equipment is fit for purpose, properly installed, regularly inspected, tested and maintained
- Promote a strong electrical safety culture based on consultation, training and continuous improvement

References and Legislative Framework

This policy is to be read in conjunction with, and is underpinned by, the following (as amended):

- Work Health and Safety Act (relevant state/territory)
- Work Health and Safety Regulation (relevant state/territory)
- Electrical Safety Act and Regulation (where applicable)
- Safe Work Australia Codes of Practice including but not limited to:
  - Managing Electrical Risks in the Workplace
  - Managing Risks of Plant in the Workplace
  - Construction Work
- Australian/New Zealand Standards, including but not limited to:
  - AS/NZS 3000 Electrical Installations (Wiring Rules)
  - AS/NZS 3012 Electrical Installations – Construction and demolition sites
  - AS/NZS 3760 In-service safety inspection and testing of electrical equipment
  - AS/NZS 4836 Safe working on or near low-voltage electrical installations and equipment
  - AS/NZS 5033 Installation and safety requirements for photovoltaic (PV) arrays
  - AS/NZS 5139 Electrical installations – Safety of battery systems for use with power conversion equipment
  - AS 2067 Substations and high voltage installations exceeding 1 kV a.c.

[Company Name] will monitor changes to legislation and standards and update this policy and related procedures as required.

Definitions

For the purpose of this policy:

- **Electrical work** – Has the meaning given in the relevant Electrical Safety or WHS legislation and generally includes work on electrical equipment, wiring, switchboards, solar PV systems, battery systems and control circuits.
- **Competent person** – A person who has acquired, through training, qualification or experience, the knowledge and skills to carry out the task safely.
- **Authorised person** – A person who has been formally authorised by [Company Name] to perform specified electrical tasks.
- **Low voltage (LV)** – Exceeding extra-low voltage but not exceeding 1,000 V a.c. or 1,500 V d.c.
- **High voltage (HV)** – Exceeding 1,000 V a.c. or 1,500 V d.c.
- **Extra-low voltage** – Not exceeding 50 V a.c. or 120 V ripple-free d.c.
- **RCD (Residual Current Device)** – A device designed to disconnect supply when it detects an imbalance in current, providing protection against electric shock.
- **Isolation** – The process of disconnecting and securing an energy source so that it cannot be re-energised inadvertently.
- **Lockout/Tagout (LOTO)** – A system of controls using locks and tags to ensure plant and equipment remains isolated while work is performed.
- **Live work** – Electrical work carried out on equipment that is energised.
- **Arc flash** – A dangerous release of energy caused by an electrical fault, resulting in intense heat, light, pressure and sound.
- **PV system** – Photovoltaic solar power system including panels, inverters, isolators and associated wiring.

Roles and Responsibilities

Officers (PCBU Directors and Senior Management)

Officers of [Company Name] must exercise due diligence to ensure that the organisation complies with its duties under WHS and electrical safety legislation. This includes:

- Acquiring and keeping up-to-date knowledge of electrical safety and WHS matters
- Understanding the electrical risks associated with [Company Name]'s operations in electrical, solar, manufacturing, mining and HVAC-R contexts
- Ensuring appropriate resources and processes are provided to eliminate or minimise electrical risks