



Examples of applicable regulations and standards include:

- Electricity (Safety) Regulations AS/NZS 3000, Electrical installations (known as Australian/New Zealand Wiring Rules) and Amendments
- AS/NZS 2982 Part 1 Laboratory design and construction, Part 1, General Requirements
- AS/NZS 2430.3.6 Classification of Hazardous Areas. Part 3.6: Examples of Area Classification Laboratories including Fume Cupboards and Flammable Medical Agents.
- AS/NZS 2243 Laboratory Safety. The Standards have several parts covering different types of specialist laboratories.
- AS/NZS 3003 Electrical installations Patient areas of hospitals, medical and dental practices, and dialyzing locations.
- AS/NZS 3003.1 Patient areas of hospital and medical and dental practices testing requirements.
- AS/NZS 3760 In-Service Safety Inspection and Testing of electrical equipment and RCDs.
- AS/NZS 3761 In-Service Safety Inspection and Testing Second-hand electrical equipment prior to sale.
- AS/NZS 3762 In-Service Safety Inspection and Testing - Repaired electrical equipment

### **Electrical Equipment:**

Any repair work with electrical equipment where the voltage in the area being repaired is above extra low voltage (i.e. prescribed electrical work) must be done by or supervised by a Registered Electrical Worker with a current Practising Licence.

Any repair work to equipment that is used in hazardous location must be done or supervised by a Registered Electrical Worker with a current Practising Licence irrespective of voltage. Examples of work, which can be completed by staff who are not Registered Electrical Workers include:

Replacing a network card that does not involve removing covers which give access to voltages above extra low voltage.

Mechanical repair to laboratory equipment that does not involve removing covers which allows access to electrical circuits with voltages above extra low voltage.

Operating or unplugging of equipment.

Changing a light bulb or projector bulb where access to the bulb doesn't involve removing covers where access to voltages above extra low voltage.

Examples of work requiring registration as an Electrical Worker with a current Practising Licence includes:

**Statutory Inspection following Repair to Electrical Equipment:**

A full electrical inspection and test as described in Standards AS/NZS 3762 is to be completed if the repair involves access to mains voltage.

This testing is mandatory and must be undertaken by any University staff or external companies who service or repair electrical equipment. It should be noted that the testing is invoked where mechanical repair is undertaken where the mechanical repair involves removing covers, which give access to low or above voltages.

**Routine Testing and Inspection of Electrical Equipment:**

Electrical equipment and portable electrical equipment must be tested prior to purchase by the supplier and tagged with the date prior to service. Tests shall be done thereafter as per the table of testing and inspection intervals (from AS/NZS 3760) in section 11 of this report. Responsibility for routine testing is as follows.

**Rooms with Specialist Equipment:**

Departments, Schools, Institutes and Sections which have rooms containing specialised electrical

all electrical equipment in the room to ensure electrical safety during routine use. Specialised electrical equipment includes equipment used in the following areas:

Workshops

Farms

Research Centres

Teaching equipment in centrally timetabled rooms (including AV Systems and IT Equipment).

Catering areas and student halls of residence.

Specialised equipment will include equipment that has specialised requirements such as: use in wet areas, use in construction, flameproof, biomedical use, body protection and/or cardiac protection use. In some instances, additional technical registrations will be needed where equipment repairs are undertaken. For example, irradiating equipment can only be tested by people with Electrical Worker Registration and Radiation Equipment maintenance licence.

In addition to periodic testing of specialised equipment it is the responsibility of Departments, Schools, Institute and Sections to ensure that testing following repair is undertaken as in section 3.3 of this procedure.

**Non-Specialised Equipment:**

Electrical equipment in offices and shared spaces are the responsibility of Estates. Routine testing is to be undertaken as per the Standard AS/NZS 3760.

**Hire Equipment:**

The hirer has the responsibility to ensure compliance with AS/NZS 3760 during hiring at the commencement of hire.

During hiring, the responsibilities for testing, inspection and tagging passes to the hiree.

**Equipment used for Commercial Cleaning:**

Commercial cleaning contractors must arrange for periodic testing as per AS/NZS 3760 for all electrical equipment used on campuses.

**Verification of Testing:**

All tested equipment must be tagged following the test as per AS/NZS 3760. The tag must detail the following:

    Name of the person or company that performed the test.

    The test, or inspection date, a retest date, and a reference to AS/NZS 3760.

The background colour of the tag is to be used to indicate the test year as in the following schedule. Where testing is more frequent than annually, the test date will need to be read to determine if equipment is still within the test period.

Year	Tag Colour	Year	Tag Colour
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**Testing and Inspection Intervals for Electrical Equipment**  
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