

SOP - Electrical Test and Tag




DO NOT conduct this operation unless licenced to do so

This SOP may not cover all possible hazards and risks associated and should be referred to as a control measure in the risk assessment process.

Site and task may change required PPE.

PERSONAL PROTECTIVE EQUIPMENT

You must wear this personal protective equipment when doing this task

				
Eye	Gloves	Hi Viz	Boots	Safety

OTHER SIGNAGE



POTENTIAL HAZARDS ASSOCIATED WITH RISKS

Recurring Hazards	Construction work
Electrical	

Training Required:

- ✓ Construction Industry General Induction
- ✓ Site Induction
- ✓ Task induction
- ✓ Machine operation
- ✓ UEERL0003

Licence or VOC Required: Yes

Test & Tag

Pre-Operational Safety Checks:

- ✓ Complete site-specific risk assessment
- ✓ Workers trained & Competent
- ✓ Current electrical test & tag
- ✓ Public is protected
- ✓ Control measures have been implemented
- ✓ It is safe to proceed

Consultation

- ✓ SWMS has been reviewed

- ✓ Site induction completed
- ✓ Potential emergencies considered

Tools & equipment required

- ✓ Test & tag machine
- ✓ Labels

Operating Procedures / Methodology:

Planning & Preparation

- ✓ Obtain Manufacturer's instructions
- ✓ Conduct a task specific Risk Assessment
- ✓ I have all the tools and materials required
- ✓ I understand the instructions on the task
- ✓ Ensure adequate lighting

Doing

- ✓ Use in accordance with Manufacturer's Instructions
- ✓ All nominated control measures are used

Ending Operations / Housekeeping:



- ✓ Return all tools and equipment
- ✓ Store non-disposable PPE to prevent damage
- ✓ Report to your Supervisor

Monitor & Review Process

- ✓ If unsafe STOP, review get approval
- ✓ Supervisor to check all activities
- ✓ Task MUST be completed as per SOP
- ✓ Report to your Supervisor if unsure

DO NOT!

- ✗ **Attempt this operation in wet conditions until Risk Assessment is reviewed**
- ✗ **Alter this SOP without Management approval**

Applicable Legislation / Standards:

- ✓ WH&S Act & Regulations
- Codes of Practice –
- [First aid in the workplace](#)
- [Work health and safety consultation, co-operation and co-ordination](#)
- [How to manage work health and safety risks](#)
- [Managing the work environment and facilities](#)
- [Electrical safety Working near overhead and underground electric lines](#)
- [Electrical safety - Works](#)
- [Electrical safety - Managing electrical risks in the workplace](#)
- ✓ Standards
- AS 2293 .2 emergency evacuation
- AS 3012 Electrical installations - Construction and demolition sites
- AS 3760 In-service safety inspection and testing of electrical equipment
- ISO45001 OH&S management systems
- ISO 31000 Risk management

Category	Portable electrical equipment	Type 1 or 2 safety switch (fixed)	Type 1 or 2 safety switch (portable)
Construction work	At least 3 monthly in QLD, Monthly in NSW, intervals by a competent person	Use the inbuilt test button (at least monthly) An operating time / current test by a competent person at least annually	Use the inbuilt test button - immediately after it is connected and immediately before it is used, first time each day By a competent person, at least every 3 months

Safe work procedure approved by:

Refer to Company Implementation Folder for signed documents

Worker sign-off

Refer to Worker’s induction file for signed documents



**WHIRLIGIG
COMPLIANCE**