



AUSSIE TEST TAGS

ABN 65 417 021 769



*... everybody has the right
to a safe workplace -
it's the law !*

*Information to help you
understand the reasons for
Electrical Testing and Tagging.*



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Occupational Health & Safety (OH&S)

Over the last twenty years State, Territory, the Federal Government and numerous employer groups have all worked to bring about change to the way business in Australia operates – Occupational Health and Safety (OH&S) its various Acts, Regulations and Codes of Practice have all played a part in ensuring that everybody has the right to a safe workplace.

The cost to business of maintaining a safe workplace has increased significantly over the last twenty years which is in direct relationship to the cost of workplace injuries, with many State OH&S Acts now re-written to spread the responsibility to business Owners, Managers, Supervisors and general Employees, anyone not aware of their obligations is at risk of financial loss or possible jail sentences.

Every employer has a duty of care to ensure that every employee is safe from injury and risks to health while at work. This is a wide-ranging responsibility, which involves taking action to control risks associated with hazards in the workplace.

For all electrical equipment and fixed wiring the employer must undertake hazard identification and risk assessment of these situations to eliminate the risk of electrical hazards.

Are you an Employer or an Employee?

Do you think of yourself as an Employer or Employee? You may be both! – If you Direct, Supervisor, Instruct, Delegate, Ask or Tell others to do something in your workplace you may be an Employer in the eyes of the law with all the responsibilities that go along with the title, think about your day to day activities in the workplace for a moment... getting someone to operate a machine, drive a truck, even make your morning coffee or get your lunch...

in most cases this makes YOU an EMPLOYER and RESPONSIBLE for the OUTCOME!

Duty of Care, Due Diligence and Risk Assessment.

These terms are all an integral part of insuring workplace safety - The identification, reduction and elimination of risk or your 'Due Diligence' will also form the basis of your legal defence if you are being charged for breaching the OH&S Act.

Due Diligence in its simplest form means to take care: in the workplace this means taking every precaution reasonable to protect the health, safety and welfare of all workers in your care.

What this means is you must identify risks to health, safety and welfare in your workplace and in particular those risks identified within the OH&S Act and associated legislation and address these issues with a properly functioning and well documented health and safety system – the more dangerous or serious the danger, the more you must protect, guard or eliminate them.

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The Work Method Statement

Once you have conducted a Risk Assessment, eliminated the most dangerous practices from your business, you now need to develop safe work practices for the tasks that remain.

Why do you need a Work Method Statement? The purpose of a Work Method Statement is to outline safe methods of work for a specific job, and to provide an induction and training document for staff.

A good Work Method Statement should be written in plain English and consider the people that are going to do the work or task, consultation with your staff will ensure that the job will be performed in accordance with the completed document.

A great place to start with Work Method Statements is the following document from the Workcover NSW website – Guidelines for Writing Work Method Statements in Plain English.

Australian Standard AS3760

Australian Standard AS3760 outlines methods of inspection and testing of electrical equipment and includes some indicative testing frequencies for common environments that the equipment may be exposed to, however the determination of which method, be it the Australian Standard or another method and the testing intervals is to be determined by you, the Employer, testing and tagging of electrical equipment without conducting a workplace risk assessment will not always satisfy the requirements of 'Due Diligence' – however it is widely accepted that like the provision of a workplace 'First Aid Kit', 'Warning' signs or the placement of 'Fire Extinguishers' - 'Testing and Tagging' goes a long way to ensuring the reduction of electrical incidents in the workplace.

Many State 'OH&S Acts' and some industry 'Codes of Practice' DO make reference to the Australian Standard and can write them into legislation so it is your responsibility to check the requirements in your own workplace.

Aussie Test Tags.

Our testing methods and the equipment we use exceed the requirements of AS3760 without costing your business any more than other companies charge, in fact Aussie Test Tags 100% satisfaction guarantee ensures it!

We are so confident that our testing methods and our complete 'Electrical Safety Solution' provides the best choice for your business that we'll inspect and test your equipment at no charge if we can't beat the competition! – of course some conditions and limitations do apply.

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How the Aussie Test Tags system works...

Aussie Test Tags ensures only Highly Trained and Qualified Technicians conduct testing at your premises, our comprehensive system of testing and reporting includes testing in the following key areas

Testing:

1. Visual Inspection on all leads, switches and fittings associated with each item.
2. Checking the Electrical Resistance of the Insulation.
3. Checking the Electrical Resistance of the Earth Conductor.
4. Checking the Connection Polarity of Corded Appliances.
5. Checking Appliance Energy usage. (Volts, Current, Watts & Volt/Amps)
6. Checking the Electrical Supply (Power outlet) Voltage and Polarity.
7. RCD Testing - Simple test (push button) to ensure operation.
8. RCD Testing - Current Ramp test to specifications.
9. RCD Testing - Trip Time test to specifications.

Reporting:

1. Site & Location Reports.
2. Equipment Summary Reports.
3. Equipment Test Detailed Reports.
4. Data logging of Appliance Energy Usage.
5. Certificate of Compliance Report.
6. Asset Tracking - All items tested are individually numbered and location details recorded.

Aussie Test Tags can additionally tailor a testing program to suit your Quality Systems or the Victorian Workcover Authority's SafetyMAP Scheme.

Consultancy:

Aussie Test Tags can assist your business in all aspects of conducting a Risk Assessment, the preparation of Work Method Statements and the implementation of your Electrical Safety Policy.



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Testing intervals...

Aussie Test Tags conducts testing using the following testing intervals unless other testing intervals are requested.

Environment	Class I	Class II	Cord Extension Sets
Construction and Demolition	1 Month	1 Month	1 Month
Construction and Demolition - Single Unit or Dwelling	3 Months	3 Months	3 Months
Factories, Workshops, Places of Work or Repair, Manufacturing, Assembly, Maintenance or Fabrication	6 Months	12 Months	6 Months
Laboratories, Healthcare and Educational Facilities, Tea rooms and Office Kitchens	12 Months	12 Months	12 Months
Office Environment: Where the equipment or supply flexible cord is subject to flexing in normal use OR is open to abuse OR is in a hostile environment	12 Months	12 Months	12 Months
Office Environment: Where the equipment or supply flexible cord is NOT subject to flexing in normal use AND is NOT open to abuse and is NOT in a hostile environment	5 Years	5 Years	5 Years
Hire Equipment	Before every Hire or Monthly		
Repaired, Serviced or Second-hand Equipment	After repair or service that could affect Electrical safety or re-introduction to service.		
Equipment used for Commercial Cleaning	6 Months	12 Months	12 Months
Residential Areas: Residential Institutions, Hotels, Boarding Houses, Hospitals, Accommodation Houses, Motels, Hostels	2 Years	2 Years	2 Years

Disclaimer:

The information contained in this information pack, our website, or provided by our Technicians, Contractors, Franchisees or any other person associated with Aussie Test Tags should be verified as being suitable by you or the people within your organisation - It is your responsibility to ensure the safety of your employees and that your legal obligations are fulfilled.

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