



**Safety Bulletin 02-08: 21 February 2008**

## **Electrical Testing & Tagging**

### **(1) Brand new electrical equipment**

The supplier/manufacturer is responsible for the initial testing. The local manager or supervisor is responsible for applying a tag or sticker to the lead showing the date the item was commissioned. These tags can simply be common paper stationery labels.

A suggested printable label template for commissioning tags is available from:  
<http://www.unimelb.edu.au/ehsm-new/B.html#B.30>.



### **(2) Electrical equipment that was manufactured/altered at the university, or electrical equipment that was purchased pre-used, or electrical equipment brought into the workplace from home**

The local manager or supervisor is responsible for the initial testing and tagging of the lead showing the results of the test and the date.

### **(3) In-service testing and tagging of portable electrical equipment**

A university-wide centrally funded electrical testing and tagging service is available for in-service portable electrical equipment. This service is managed through P&CS Maintenance section. The service is provided cyclically throughout the year by default, unless the Head of Department/School requests in writing not to participate in the university-wide service. A Maintenance team member will contact your department when you are scheduled for testing.

The Head retains overall responsibility for ensuring that portable electrical equipment is in good working order, including testing and tagging. Specifically s/he must ensure:

- portable electrical equipment is available for testing and tagging through the university-wide service; or
- if using the department's own testing and tagging service, ensure that it is consistent with the University of Melbourne criteria and AS/NZS 3760:2003.



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The frequency of the in-service testing is dependent upon the type of equipment and the environment where the equipment is used. Full details of the university's criteria are available from: [http://www.unimelb.edu.au/ehsm-new/UoM\\_Testing&Tagging\\_Criteria.pdf](http://www.unimelb.edu.au/ehsm-new/UoM_Testing&Tagging_Criteria.pdf)

#### (4) Repair or replacement of faulty electrical equipment

The local manager/supervisor is responsible for repair or replacement of faulty electrical equipment that fails the in-service testing.

All repairs must be conducted by a competent and qualified person, and the equipment must be tested and tagged following any repair. Repair and retesting services can be provided by an electrical contractor or Property & Campus Services at a cost to the local department.



#### (5) Double adaptors, Power boards & Extension leads

Double adaptors are prohibited for use at the University of Melbourne.

Power boards that comply with AS/NZS 3105 may be used. Power boards that provide a separate controlling switch at each outlet are preferred. Extension leads that comply with AS/NZS 3199 may be used.

Extension leads must be positioned to avoid damage. Specifically this includes:

- keeping the extension lead away from water;
- where reasonably practicable, running the extension lead off the ground; and
- ensuring the extension lead can not be damaged by being struck, rubbed against or pinched/bent.

#### (6) Further information about Electrical Inspection & Testing is available from:

<http://www.unimelb.edu.au/ehsm-new/11.html#11.7>.