

Electrical Test and Tag Checklist for Schools/Areas

Introduction

The purpose of this checklist is to help Schools and Areas consider and/or identify if there is a need to have any electrical equipment tested and tagged in accordance with the University's HSW Handbook chapter. For any further information go to the information sheet available [here](#).

Work your way through the checklist and where any electrical equipment is identified as meeting a particular requirement list it for testing & tagging.

	You have electrical equipment that	Look for any electrical equipment that	Relevant items found	Room
<input type="checkbox"/>	<p>Is used in an environment that is likely to result in damage or lead to a reduced lifespan.</p> <p>(It is not expected that low risk areas will have many of these but it may include equipment that is portable and regularly used outside e.g. portable PA systems)</p>	<p>Is exposed to</p> <ul style="list-style-type: none"> moisture, heat, vibration, mechanical damage, corrosive chemicals dust. 		
<input type="checkbox"/>	<p>Can be damaged by regular flexing, crushing or crimping of cords.</p> <p>(It is not expected that low risk areas will have many of these but it may include electrical items that come in contact with mechanical hydraulics' such as stage lifts or truck lifts)</p>	<p>Has cords that are</p> <ul style="list-style-type: none"> damaged frayed badly bent have wires exposed. 		
<input type="checkbox"/>	<p>Can be damaged by abuse</p> <p>(School's and Areas may decide that an old electrical appliance that is designed for household domestic use (kettles, toaster's microwaves etc. – when used in the workplace – is showing signs of failure or damage.)</p>	<p>Has casing or sections that are</p> <ul style="list-style-type: none"> damaged frayed badly bent have wires exposed. 		
<input type="checkbox"/>	<p>Is second hand</p> <p>(This does not include items that are already owned by the University but is surplus to requirement and moved to a new location e.g. fridge moved from one School to another)</p>	<ul style="list-style-type: none"> The School or Area has purchased second hand. Is identified by workers as second hand. 		
<input type="checkbox"/>	<p>Is Hired or Leased</p> <p>(Note: all hired or leased equipment should be tested and tagged by the supplier.)</p>			
<input type="checkbox"/>	<p>Has been modified or repaired</p> <p>(This would include any electrical equipment that has needed to be serviced or repaired due to electrical or mechanical failure e.g. large domestic appliances fridge, washing machines, TV's)</p>	<ul style="list-style-type: none"> Has had its casing or power supply modified in a way not specifically anticipated by the designer. Been sent for repairs due to a fault in its operation. 		

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