



# Electrical Testing in Schools

NSW Government Contract 1201526

*Electrical Testing Contract for portable electrical appliances in schools*

Advice for school principals and facility managers regarding responsibilities under the contract, to accompany memorandum to principals DN/12/00213, Safety Notice No. 37.

## General

- Under this contract, DEC centrally funds the testing of portable electrical appliances in schools in accordance with the standard AS/NS 3760, NSW and national Work Health and Safety (WHS) legislation.
- Initially items will be tested and tagged for retesting at periods of one or five years. In future years these retesting periods may be altered after risk assessment using results of electrical testing.
- This contract will operate for a period of three years with the possibility of two 1-year extensions from 1 July 2015.
- All contractors and associated sub-contractors have undertaken Child Protection checks in accordance with DEC requirements. All contractors are to have clearly identified clothing with and carry photo identification.
- Results of the testing will be available to schools within two weeks of completing the site visit, in both hardcopy and electronic format.
- DEC will provide updated information on this contract via the DEC Intranet and this will include a Question/Answer section for issues as they arise, particularly issues identified on the *Site Inspection and Test Plan Report* by schools or contractors: <https://detwww.det.nsw.edu.au/assetmanagement/safecomp/>
- DEC will be arranging random audits of completed works to ensure compliance with contract requirements.
- This contract provides for common repairs including, the replacement of plugs or cord with plug and an hourly rate for repairs, funded from the school global budget.
- Any questions principals have regarding the Testing and Tagging works should be initially directed to the AMU Project Officer or reported on-line using: [compliance@det.nsw.edu.au](mailto:compliance@det.nsw.edu.au)

## Inclusions, under the contract

- All portable electrical equipment items (240V, 415V), leads, cords owned by DEC.

- This includes items owned by DEC operations on school sites including, Saturday Schools of Community Languages, DEC preschools, ACE, OOSH (only school owned equipment items).
- Some items only require visual inspection eg network file servers. Contractors have been given specific advice relating to certain items of equipment. This information will be available to principals on the DEC Intranet and updated as required as 'Contractors – Technical Advice'.

## Exclusions, under the contract

- Fixed electrical installations and fixed plant (Air Conditioning, Lifts, Industrial Machinery) some of which are maintained electrically by the Asset Maintenance Contractor.
- Cleaning equipment used by DEC Cleaning Contractors (Cleaning Contractor responsibility).
- Personal equipment owned by staff and students in schools.
- Administrative centres (eg SEA Office) on DEC school sites, these sites will be included in the testing program as needed.
- Leased accommodation including: OOSH (private provider equipment items), etc.
- PC related items – refer Principal Nominated Items below.

## Contractor responsibilities

### Notification

- Contractors must use the agreed 'Contact Sheet' to obtain key information from principals and advise principals of the number of Principal Nominated (PNom) items for testing at their school.
- Contractors will maintain and update a consolidated testing program which will be provided to Asset Management Directorate on request.
- Contractors are required to notify school principals two weeks prior to testing, with additional confirmation 48 hours prior to arrival.

- A record of all notifications must be maintained by contractors.

### Site induction briefing

- Contractors are required to participate as required with the normal site briefings provided by the school such as: site emergency procedures, access to amenities, site specific WHS issues and signing on.

### Testing process

- The *Site Inspection and Test Report* is to be used during the site induction process and at completion of testing, a copy of which is required with the monthly invoice.
- Contractors will provide a briefing to the principal or nominated person, detailing the testing process to be undertaken and the repair service provided.
- Contractors must confirm the number of PNom items that are funded for testing.
- Contractors should confirm prior to attendance, that the school has identified all items requiring testing and has considered how and where these can be aggregated to facilitate testing. Contractors are not required to search for items that require testing.
- Contractors have been instructed not to cut or remove leads from failed items. Schools are advised it is a WHS offence to use items failing testing (failed items should be stored as out of service pending repair or disposal).

### Completion

- The attached *Site Inspection and Test Report* is to be signed off by the principal/delegate to verify attendance at the site for the times indicated on the report. Any issues of concern to the contractor or school are to be annotated as unresolved issues.
- A list of failed items will be given to the school principal before contractors leave the site.

### Report

- The contractor will provide the school with a printed and electronic version of the report within 14 days of test completion.
- Electronic copies reports will be provided to DEC Asset Management Directorate with payment claims.

## School responsibilities

### Prior to testing

- Advise all staff, electrical testing is to be undertaken and funded by DEC and provide timeline for testing when advised by contractor.
- When the contractor contacts the school to schedule testing it is essential, a nominated person in addition to the principal be specified. Confirmation of additional areas requiring testing are to be advised eg DEC preschool and any defined

events underway during the testing period (HSC, School Certificate, Basic Skills testing) to be identified. It will not be practicable to alter programming of testing to accommodate other local school activities.

- Where possible, negotiate for the General Assistant to be available on the day/s of testing. On larger sites other SASS staff (eg science, food technology, library) should be able to facilitate identification of items for testing.
- Identify any items requiring repair and determine whether these are to be disposed of, repaired by the testing contractor or repaired elsewhere and tested during electrical testing on site.
- For the 2012-16 Contract there are limits on testing of Personal Computer (PC) items. This includes all computers including laptops and related peripherals (printers, scanner). Testing of PC items has shown the vast majority of issues relate to visible defects in cables. There is an allowance of PC item tests in schools based on the school category as follows:

Classification of School	Principal Nominated (PNom) item tests per school
Central/Combined Class 1	30
Central/Combined Class 2	25
Central/Combined Class 3	20
Central/Combined Class 4	15
Central/Combined Class 8	60
Central/Combined Class 9	40
Infants Class 4	15
Infants Class 5	10
Infants Class 6	5
EEC Class1	5
EEC Class 2	5
Other Class 2	30
Other Class 3	25
Primary Class 1	30
Primary Class 2	25
Primary Class 3	20
Primary Class 4	15
Primary Class 5	10
Primary Class 6	5
Secondary Class 8	60
Secondary Class 9	40
SSP Class 1	20
SSP Class 2	15
SSP Class 3	10
SSP Class 4	5
SSP Class 5	5



- It is recommended nominated items be inspected visually (and repaired if needed) before testing under this program. Please note this change in the Contract has been discussed and confirmed with WorkCover NSW.
- IEC leads are to be tested with the item eg computer, photocopier, printer. Testing of unattached IEC leads will not be undertaken.
- Computers may require two tests where there is a separate monitor and CPU, or one test where the CPU and Monitor is powered using a Y-cable.
- Determine locations where electrical equipment is stored and convenient location/s for testing:
- Where items can be aggregated into a limited number of spaces, this can reduce interruptions and facilitate more efficient testing,
- Items that are required to be tested within existing spaces, which may be in use eg computer rooms, administrative areas, etc.

#### During the testing process ensure:

- All spaces and storage areas required for testing are readily accessible while maintaining appropriate security.
- Contractors are not required to seek and search for equipment requiring testing. Equipment not presented to the contractor for testing, and where the ITP is signed as testing complete, becomes a school responsibility for compliance.
- Every possible assistance is to be provided to contractors to ensure the entire testing process can be achieved with minimum delay.

#### Failed items

- School principal/delegate will need to consider whether a failed item requires repair, disposal or replacement (repair of equipment failing electrical testing is a school responsibility). This decision will be recorded in the failed items report.
- This contract provides for repair of common faults (eg cord or plug replacement at costs defined in the contract), with DEC funded retest of the appliance where repairs are undertaken onsite during the testing process,
- Where equipment repairs are undertaken elsewhere, DEC will fund the retest if the item is available during the current visit. Otherwise the retest of repaired appliances will be a school expense.
- The 2012-16 Contract requires additional reporting regarding failed items that will involve a photograph of the item. Where the principal indicates an item is to be repaired, it will be left in situ with Failed Item status with a photograph taken. Where the principal wants the item immediately disposed of, the cord/cable will be cut off or rendered inoperable and the item recorded as being disposed of to landfill with no photograph required.

## Schools' ongoing oversight of electrical equipment

### Portable electrical equipment

- Testing of electrical appliances only validates the safe condition at the time of testing; subsequent inadvertent damage can increase the electrical risk from an appliance. For this reason when equipment is being used after testing:
  - leads, cords and plugs must be regularly inspected for cuts and wear. If the insulation has visible damage, the item must be removed from use. The cord should be replaced by a cord with moulded a plug
  - housings and switches on electrical equipment are inspected to ensure they are in safe working condition
  - damaged or faulty equipment must be immediately removed from service and repaired or disposed of in accordance with School Financial Management Guidelines
  - equipment which has intermittent faults or does not operate correctly, must be removed from service and repaired
  - when disposing of items the plug should be severed and the equipment scrapped.
- Principals are to ensure electrical appliances conform with:
  - double adapters not be used in public buildings (previous advice 1983)
  - power boards must have overload protection
  - electrical repairs can only be undertaken by qualified persons (previous advice 1978, 1983).
- Incidents relating to electrical infrastructure be referred to the Facilities Maintenance Contractor for immediate investigation and rectification, including:
  - damage to fixed switches, lights, ceiling fans and electric heating, be immediately reported for repair to the Facilities Maintenance Contractor
  - intermittent loss of power, including individual phases. Disruption to supply can sometimes be the result of local faults which can have an extreme risk.

### Further information

Any questions principals have regarding the testing and tagging works should be directed to the AMU project officer or reported online here:

[compliance@det.nsw.edu.au](mailto:compliance@det.nsw.edu.au)

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## Contract 1201526: Site Inspection and Test Report

Both the principal (principal's delegate or facility manager) and contractor's representative are required to initial when each of the following has been completed:

DEC site (school)		School Code	
Principal name		Signature	
Principal's delegate (name)		Signature	
Contractor (business name)			
Contractor site supervisor		Signature	

Deliverable	Issue	Principal / nominated person initials	Contractor's initials
<b>A Briefing</b>	A briefing has been provided to the principal and/or nominated person to address issues regarding the testing regime implemented in the school.		
<b>B Items</b>	The school has identified all items requiring testing and advised contractors of their location.		
<b>C Testing</b>	All items presented by the school for testing have been tested.		
<b>D Failed items</b>	Items failing testing have been clearly marked as not for use (Red Tag). (If not repaired by contractor)		
<b>E1 Schools policy on failed items</b>	School's Policy on failed items is communicated and agreed prior to commencement of testing.		
<b>E2 Repair costs</b>	School is advised of cost for common repairs and issued the OASIS to fund the on-site repairs?		
<b>E3 Repaired items</b>	School funded repairs were satisfactorily undertaken to items, as per OASIS Order Number.		
<b>F Isolation of failed items</b>	Small portable items, which failed testing, have been relocated to a space in the school, for repair or pending disposal.		
<b>G Freezers</b>	All appliances requiring continuous power supply (freezers, refrigerators etc) have been reconnected after testing.		
<b>H Arrival (first day)</b>	Time/s and date/s of arrival in school Time:            am/pm      Date:            (dd/mm/yy)		
<b>I Departure (last Day)</b>	Time/s and Date/s of departure from school Time:            am/pm      Date:            (dd/mm/yy)		
<b>J Personnel</b>	Names of contractor personnel attending the site: 1. _____ 2. _____ 3. _____ 4. _____		
<b>K Date of form completion</b>	Time:            am/pm      Date:            (dd/mm/yy))		
<b>L Unresolved (OHS issues to be reported by Excel file)</b>	List any unresolved issues regarding the inspection below: _____ _____ _____ _____		

- A copy of this schedule should be retained by the school and contractor (original). The contractor is required to affix this schedule to claims for payment.
- Contractors must also sign the site log book daily on arrival and departure.