

SCU Electrical Safety – Field Guide

This field guide provides key controls for safe electrical work at Southern Cross University (SCU). It is a quick reference only – always follow full procedures in HRP07 Electrical Safety.

Key Principles

- No person may undertake electrical work unless licensed and authorised.
- Work on energised equipment is prohibited except where permitted under WHS Regulation 158.
- All contractors must consult, cooperate and coordinate with SCU before commencing work.
- Always isolate, lockout and test before starting work (refer HRP22).

Specific Hazardous Practices

- Power points must not be overloaded and must be inspected regularly.
- Double adaptors are prohibited. Power boards must have overload protection.
- Extension leads must be fully uncoiled, protected from damage and kept clear of walkways.
- RCDs (safety switches) must be installed and tested in accordance with AS/NZS 3760.
- Work involving cutting, drilling or coring requires concealed services clearance.
- Legacy cables or undocumented services must be logged and verified by a competent person.

Energised Work

- Prohibited unless absolutely necessary and permitted by WHS Regulation 158.
- Requires a written risk assessment and an Energised Electrical Work Permit authorised by SCU WHS.
- Permit must outline hazards, controls, PPE, rescue plan and competent personnel.
- Records must be retained for at least 5 years.

PPE & Training

- Wear PPE compliant with Australian Standards (insulated gloves, eyewear, etc.).
- High voltage work requires authorised operators and an approved switching program.
- All electrical workers must complete Low Voltage Rescue (LVR) and CPR annually.
- Rescue drills must be practiced and recorded each year.

Records & Documentation

- Keep records of work details, licences, inspections, permits, risk assessments and incidents.
- Records must be stored securely and retained for a minimum of 5 years.
- Site Electrical Register must include embedded and legacy infrastructure findings.