

GUIDELINES FOR ELECTRICITY

Electricity is dangerous. Apart from the possibility of electrocution, faulty electrical installations are the cause of many fires. That is why electrical installations and working on electrical appliances is strictly controlled.

SPECIFIC GUIDELINES

TEST AND TAG ANNUALLY

A qualified/trained person must attach a tag to all checked wiring, distribution boards and appliance leads showing the date of the next check. If appliances are not used for a period of time e.g. heaters over summer, verify that the testing is not overdue before use.

CARRY OUT YOUR OWN CHECKS

Every 6 months check for faults using the checklist supplied and remedy any faults found. In particular look for

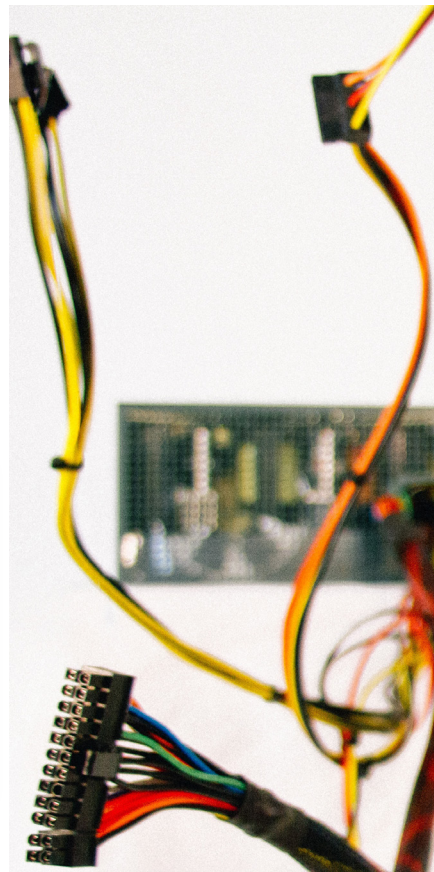
- frayed leads
- faulty lights
- cracked or faulty power sockets
- faulty or uncovered power/fuse boards.

2-WAY ADAPTORS

Use of these is not recommended. Use a 4-way or 6-way adaptor as these are fused, so will not overload the circuit.

EXTENSION LEADS

Should only be used on a temporary basis. If an electrical supply is required in an area without a power outlet, get one installed as soon as possible. If you do use an extension lead ensure that it doesn't run under carpets and can't cause a tripping hazard.



PLEASE NOTE

When replacing light bulbs or doing work that requires working above ground level, take all necessary steps for safe working at height.

FLUORESCENT LIGHTS

Ensure all have the latest electronic type 'ballast'. The old wire wound type can overheat and cause a fire. Replace these old lights as soon as possible as budgets allow.

LOW LEVEL POWER OUTLETS

To keep our kids safe we recommend unused sockets below 1 metre have safety covers fitted.

USE OF ELECTRIC SUPPLY OUTSIDE OR IN WET CONDITIONS

Always use a safety cut-out in the power socket before plugging in the appliance or extension lead.

IMPORTANT

Only use registered electricians to carry out electrical work, to ensure that safety, and your insurance, is not compromised.

INFREQUENT USE OF BUILDINGS

For all buildings not in permanent use e.g. a church where services are held monthly or bi-monthly, ensure all appliances are switched off as you leave the premises. Consider switching off the mains, if appropriate.

6-MONTHLY ELECTRICAL SAFETY CHECKLIST

No	Check	Complies?	Concern? If non-compliant	Controlled? If not compliant, how will it be fixed?
1	All test and tag is current.	Y/N		
2	There are no frayed cables or cables causing a tripping hazard.	Y/N		
3	All electrical power outlets below 1 metre are guarded or have plugs permanently in position.	Y/N		VIDEO
4	There are no cracked or damaged power outlets.	Y/N		
5	There are no 2-way adaptors being used.	Y/N		
6	All electrical power (fuse) boards have covers.	Y/N		
7	All lights are in working order.	Y/N		
8	All portable appliances have a tested tag on the cable.	Y/N		
9	There are no extension leads in permanent use.	Y/N		
10	Buildings not in regular use have their appliances turned off or their power supply isolated at the main power board.	Y/N		
11		Y/N		

Any faulty or non-compliant items must be escalated to the governing body

Signed _____ Date _____

Reported to governing body (Y/N, date) _____

Complete the attached checklist every 6 months and file in your Health & Safety records folder.

ASSOCIATED GUIDELINES

- Fire
 - Incident Reporting.
- All near-misses, accidents and incidents should be reported to your governing body as well as the diocese at:
keepsafe@aucklandanglican.org.nz.

CONTACT INFORMATION

Email: keepsafe@aucklandanglican.org.nz
 Diocesan Office: (09) 302 7201

LEGAL REQUIREMENTS

All electrical work on your premises must be carried out by a qualified electrician with a current registration.

The registration status of your local electrician or electrical contractor can be verified on line at: ewrb.ewr.govt.nz/publicregister/search.aspx

If a notifiable incident caused by electricity occurs, WorkSafe will report it to Energy Safety Intelligence. However, if a non serious notifiable incident caused by electricity occurs that results in damage to property, you must report it to Energy Safety Intelligence at:
www.energysafety.govt.nz/forms/installation-fault-notice-form

To find out more:

The Electricity Act 1992 (www.legislation.govt.nz)
 Electricity (Safety) Regulations 2010 (www.legislation.govt.nz)
 AS/NZS 3000:2018 Electrical Installations (known as the Australian/New Zealand Wiring Rules) (www.standards.govt.nz)