

 <p>BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI</p>	<p align="center">ELECTRICAL EQUIPMENT AND APPLIANCES - TEST AND TAG</p>	<p align="center">Policy 5.1.10 Protocol 2</p>
<p align="center">ELECTRICAL TESTING & SAFETY PROTOCOL</p>		

STANDARD

To outline the Bay of Plenty District Health Board (BOPDHB) procedures to be used for the maintenance and testing of electrical equipment by BOPDHB staff and contractors.

PROCEDURE

1. Property Services

- 1.1. Property Services will comply with the requirements of AS/NZS 3760:2003.
- 1.2. Property Services is responsible for the regular testing of equipment (when it has been made available for testing by the business unit) as per AS/NZS 3760:2003.
- 1.3. Property Services is also responsible for the maintenance and testing of equipment when a work request is received i.e. repair of an item or request to test an item.
- 1.4. Property Services is responsible for testing and tagging of new equipment that is covered by AS/NZS 3760:2003
- 1.5. Note: Property Services is not responsible for:
 - Medical Equipment (Clinical Engineering)
 - X-ray and Specialist Diagnostic Equipment (Radiology Department)
 - Computers (IT Services)

2. User

Users of electrical equipment shall check that:

- 2.1 Visually the condition of the equipment is satisfactory, with no exposed or loose wires.
- 2.2 The equipment is tagged as having been tested in the last 12 months in clinical and laboratory areas or five (5) years in office areas (with the exception of kitchen areas, heaters and fans which will be tested every 12 months).
- 2.3 If the equipment fails the check it should be removed from service and a label attached identifying the fault and Property Services are advised.

3. Testing Intervals

- 3.1 Portable equipment and extension leads shall be tested and tagged at the following intervals:

• Clinical areas, Laboratories, wards, kitchen & office appliances	12 months
• Gym treadmills and hair dryers, fans and heaters	12 months
• Workshops, power tools and mobile equipment	6 months
• Equipment used on a construction site every	3 months
• IT multi-boxes	4 years

- 3.2 New equipment will be tested prior to being put into service when Property Services are notified by Inwards Goods.

4. Notification

- 4.1 Prior to testing in a clinical ward / department area, notification by email shall be sent to the Clinical Nurse Manager (CNM), advising them of their responsibility to make equipment available to Property Services staff or outside contractors for testing.

<p>Issue Date: Mar 2015 Review Date: Mar 2018</p>	<p>Page 1 of 2 Version No: 2</p>	<p>NOTE: The electronic version of this document is the most current. Any printed copy cannot be assumed to be the current version.</p>
<p>Protocol Steward: Site Engineer, Electrical Services</p>	<p>Authorised by: GM Property Services</p>	

 <p>BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI</p> <p>ELECTRICAL TESTING & SAFETY PROTOCOL</p>	<p>ELECTRICAL EQUIPMENT AND APPLIANCES - TEST AND TAG</p>	<p>Policy 5.1.10 Protocol 2</p>
---	--	--

5. Test Tags

- 5.2 The PAX machine that tests the equipment will be calibrated bi-annually.
- 5.3 Test tags will only be attached to the equipment that has passed testing to the required standard.
- 5.4 Test tags will identify:
 - a) Date tested
 - b) Expiry date
 - c) Initials of tester

6. Records

- 6.1 A schedule of all equipment is held in spreadsheet format and managed by the Site Engineer, Electrical Service.

7. Roles and Responsibilities

Roles	Responsibilities
All staff	<ul style="list-style-type: none"> • To notify Site Engineer, Electrical Services of any new equipment, untagged appliances, out of date equipment test tags.
Site Engineer, Electrical Services	<ul style="list-style-type: none"> • To manage the documentation of appliance testing and ensure that appliances are tested at the appropriate time by trained staff or contractors.

ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board policy 5.1.10 Electrical Equipment and Appliances - Testing and Safety
- Bay of Plenty District Health Board policy 2.1.1 Risk Management
- Bay of Plenty District Health Board policy 2.1.3 Hazard Management
- Bay of Plenty District Health Board policy 2.1.4 Incident Management

Issue Date: Mar 2015 Review Date: Mar 2018	Page 2 of 2 Version No: 2	NOTE: The electronic version of this document is the most current. Any printed copy cannot be assumed to be the current version.
Protocol Steward: Site Engineer, Electrical Services	Authorised by: GM Property Services	