



## Tag and Test Policy

### Why do we need a Policy?

The Guild has a responsibility as far as is practicable to ensure the safety of its members and guests when on the premises, and when performing Guild functions offsite, such as for woodcraft demonstrations, offsite sales events or other official Guild activities.

To that end, the Guild will endeavour as far as practicable to ensure an electrical testing and tagging regime consistent with the AS/NZS 3760 Australian Standard for Guild electrical tools and associated equipment, such as power cords, double adapters and power boards etc.

The Woodcraft Guild ACT Inc, being a Community organisation does not formally fall under the definition of a Workplace as defined in the Work Health and Safety Act (2011). However, Guild members handle and operate fixed machines, portable corded power tools and associated cords, so the Guild has at least a moral responsibility to ensure that these machines, tools and cords are safe to operate.

### Inspection and Testing

Electrical equipment identified as being in a high risk environment needs to be tested on a regular basis. Inspections are to be carried out by either:

- a licensed electrician or
- a person certified as competent to undertake the testing.

Under the Australian standard, there are different requirements depending on the type of equipment and type of use.

#### **For LOW RISK environments**

which include fixed electrical equipment or stationary equipment (mass greater than 18kg with no carry handles) where the cord is not subject to regular flexing, formal test and tag should be conducted **every 5 years**, with ad hoc visual inspection for any fraying or damage to the cords, for example if an edge tool were to be dropped close to the cord. This would include:

- table saws, band saws, mitre saws, lathes, air handling equipment, routers in tables (and not used in handheld mode), fixed sanding machines and pedestal drills.
- fixed kitchen equipment, such as the Zip boiler, refrigerator, microwave etc

#### **For HIGH RISK environments**

where the equipment is subject to regular cord flexing and/or is transported offsite, inspections should be conducted **every 12 months**, or more frequently if the tool is damaged or shows signs of mishandling. Such equipment includes the following:

- *portable corded power tools*, such as hand-held circular saws, jigsaws, portable drills, routers, sanders, grinders, etc.
- *extension cords*, power boards etc
- hand-held *kitchen equipment* such as kettles, vacuum cleaners etc.

Non plug-in equipment such as battery operated portable drills etc are not required to be tested. However, on-site battery chargers should be tested every 12 months.

Tags are to be non-metallic, non-reusable, and attached to the equipment so as not to interfere with the operation of the equipment

Tests are to be carried out in accordance with the Australian Standard 3760:2010

It may be desirable to differentiate tags in accordance with risk status, reflecting the different periods between testing and tagging.

NB: Brand new equipment (under 12 months) including extension cords etc may be used without a tag, but will be included in the 12 monthly tagging regime at the next available formal inspection.

Members' own equipment in good condition used on the premises by the member (such as for example a scroll saw) can be used without