**[APPENDIX E](#AppendixE) (Page 1 of 2 )**

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| **FACULTY/DIVISION/SCHOOL/BRANCH/AREA RECORDS** |

**Records to be kept by the Faculty/Division/School/Branch/Area**

(**Note** that records are to be kept in a format or in a known location (to all applicable workers) which can be easily retrievable if required to be viewed by the University or a Regulatory organisations e.g. SafeWork SA).

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| **Document(s)** | **Required information** | **Comments** |
| Risk Assessments and SOPs (where required) in accordance with the [Hazard Management](https://www.adelaide.edu.au/hr/hsw/hsw-policy-handbook/hazard-management-handbook-chapter) Handbook chapter  | Identification of reasonably foreseeable hazards; and Control measures to eliminate or minimise the risks. | To be retained in accordance with the State Records of SA, General disposal [Schedule No 30](https://archives.sa.gov.au/sites/default/files/public/documents/20160317%20General%20Disposal%20Schedule%20No.%2030%20Final%20V1.1.pdf) issued under the State Records Act 1997 (Section 13.25.3). (Contact the University’s Records Management Office for further assistance/information if required).  |
| Electrical inspection and testing records  | Supplied by the electrical tester.A record of testing must specify the following:* The name of the person who carried out the testing
* The date of the testing
* The outcomes of the testing; and
* The date on which the next testing must be carried out.

The record may be in the form of a tag attached to the electrical equipment, a log book, database, register. | To be retained for 10 years in accordance with the State Records of SA, General disposal [Schedule No 30](https://archives.sa.gov.au/sites/default/files/public/documents/20160317%20General%20Disposal%20Schedule%20No.%2030%20Final%20V1.1.pdf) issued under the State Records Act 1997 (Section 14.4.2). (Contact the [University’s Record Services](https://www.adelaide.edu.au/library/library-services/records-services) for further assistance/information if required). If a tag is not used you should ensure that the tested electrical equipment is marked or labelled so that records of testing can clearly identify the relevant equipment. |
| RCD testing and inspection records | A record of testing (other than daily testing) must be kept.This requirement covers RCDs used in all operating environments including non-portable (or fixed) RCDs.  | To be retained for 10 years in accordance with the State Records of SA, General disposal [Schedule No 30](https://archives.sa.gov.au/sites/default/files/public/documents/20160317%20General%20Disposal%20Schedule%20No.%2030%20Final%20V1.1.pdf) issued under the State Records Act 1997 (Section 14.4.2). (Contact the University’s Record Services for further assistance/information if required).  |
| New equipment that has never been put into use (other than second-hand equipment) | The date the electrical equipment was placed into service should be recorded e.g. on the record of installation or elsewhere.  | The equipment may also be fitted with a tag stating that the equipment is “new to service” the date of entry into service” the date when the first electrical safety test is due and that the equipment has not been tested. |

**APPENDIX E (Page 2 of 2)**

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| **FACULTY/DIVISION/SCHOOL/BRANCH/AREA RECORDS** |

**Records to be kept by the Faculty/Division/School/Branch/Area (Continued)**

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| **Document(s)**  | **Required information**  | **Comments**  |
| Processes for testing, maintenance, inspection and calibration reports (where these activities are conducted in-house). | * Standards against which plant/equipment should be inspected.
* The frequency of inspections.
* Critical safety processes to be followed during inspections (e.g. isolation process).
* The process for different types of inspections (required by manufacturer’s instructions).
* Results of tests or location of where the results are kept.
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| Specific Proficiency record orQualification/competency recordLicences and qualifications  | Copy of the record where instruction/training (Level 2 and Level 3) is identified by the risk assessment and/or a legislative requirement.Copy of licence(e.g. for energised electrical work when permitted) | Refer to the HSW Handbook chapters [Training Plan](https://www.adelaide.edu.au/hr/hsw/hsw-policy-handbook/hsw-training-plan-handbook-chapter) and [Provision of Information, instruction and training](https://www.adelaide.edu.au/hr/hsw/hsw-policy-handbook/hsw-information-instruction-training-handbook-chapter). |
| Decommissioning, dismantling and disposal records | Refer to the [Plant/Equipment Safety Management](https://www.adelaide.edu.au/hr/hsw/hsw-policy-handbook/plant-equipment-safety-management-handbook-chapter) chapter (Appendix H). The Supervisor/Person in control of the activity is to ensure the same procedure to identify any hazards inherent in the process. Where a risk assessment has been conducted the record is to maintained in accordance with the [Hazard Management](https://www.adelaide.edu.au/hr/hsw/hsw-policy-handbook/hazard-management-handbook-chapter) Handbook chapter. | To be retained in accordance with the State Records of SA, General disposal [Schedule No 30](https://archives.sa.gov.au/sites/default/files/public/documents/20160317%20General%20Disposal%20Schedule%20No.%2030%20Final%20V1.1.pdf) issued under the State Records Act 1997 (Section 13.25.3). (Contact the [University’s Record Services](https://www.adelaide.edu.au/library/library-services/records-services) for further assistance/information if required).  |