

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).

Document(s)	Required information	Comments
Risk Assessments and SOPs (where required) in accordance with the Hazard Management 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 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: <input type="checkbox"/> The name of the person who carried out the testing <input type="checkbox"/> The date of the testing <input type="checkbox"/> The outcomes of the testing; and <input type="checkbox"/> 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 issued under the State Records Act 1997 (Section 14.4.2). (Contact the University's Record 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 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.

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Authorised by	Chief Operating Officer (University Operations)	Review Date:	1 April 2024	Page 1 of 2
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

FACULTY/DIVISION/SCHOOL/BRANCH/AREA RECORDS

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

Document(s)	Required information	Comments
Processes for testing, maintenance, inspection and calibration reports (where these activities are conducted in-house).	<ul style="list-style-type: none"> 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. 	
Specific Proficiency record or Qualification/competency record	Copy of the record where instruction/training (Level 2 and Level 3) is identified by the risk assessment and/or a legislative requirement.	Refer to the HSW Handbook chapters Training Plan and Provision of Information, instruction and training .
Licences and qualifications	Copy of licence(e.g. for energised electrical work when permitted)	
Decommissioning, dismantling and disposal records	<p>Refer to the Plant/Equipment Safety Management chapter (Appendix H).</p> <p>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 Handbook chapter.</p>	To be retained in accordance with the State Records of SA, General disposal Schedule No 30 issued under the State Records Act 1997 (Section 13.25.3). (Contact the University's Record Services for further assistance/information if required).