HSW Handbook

| HSW Handbook | Electrical Safety Management | Effective Date: | 1 April 2021 | Version 1.0 |
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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). | 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 Licences 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 | Refer to the HSW Handbook chapters <u>Training Plan</u> and <u>Provision of</u> <u>Information, instruction and training.</u> |
| Decommissioning, dismantling and disposal records | electrical work when permitted) Refer to the <u>Plant/Equipment Safety</u> P hD reW*nB/B 9.9a | |

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