



U3A Banyule Inc A0013622D

Office: Upper Ground Floor, 275 Upper Heidelberg Rd, Ivanhoe

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U3A BANYULE ELECTRICAL TAGGING & TESTING POLICY

Introduction

This policy outlines the occupational health and safety requirements to ensure that the testing and tagging of electrical equipment provides a safe working environment for U3A Banyule to participate in classes, lectures, excursions and undertake office support.

Purpose

The [Occupational Health and Safety \(OHS\) Act \(2004\)](#) requires that so far as is reasonably practicable, organisations need to provide and maintain for members a working environment that is safe and without risks to health. This Act obliges Banyule U3A Members to take reasonable care for their own health and safety and the safety of others who may be affected by their actions or omissions. This policy sets out how Banyule U3A Committee of Management will meet these obligations.

Policy

The Committee of Management and/or their delegate will manage the risks with electrical equipment by ensuring that all electrical equipment is tested and tagged including member/tutor equipment used in U3A classes, as per the [Testing and Tagging of Electrical Equipment Frequency Guide](#) and all results are added on the [Electrical Equipment Register or equivalent](#).

Banyule U3A Committee of Management or delegate (which in this instance is the Equipment Coordinator) must ensure that:

- I. portable electrical equipment brought into classes, activities or lectures (for example, CD players, laptops including the 240V AC charger that connects directly to mains power, laminators, fans and so on) is tested and tagged.
- II. testing and tagging is carried out by a competent person (that is, a licensed electrician or an individual who has completed the nationally accredited course UEERL0003 or UEENEE026A).
- III. the Testing and Tagging of Electrical Equipment Procedure that sets out the practical step-by-step instructions for implementing this policy, is followed.
- IV. newly purchased electrical equipment is recorded on the [Electrical Equipment Register](#) or equivalent.
- V. the testing and tagging of hired or loaned electrical equipment remains current and is recorded on the Electrical Equipment Register or equivalent.

- vi. double adaptors are not used in any setting.
- vii. extension leads comply with Australian Standards and tested in accordance with the [Testing and Tagging of Electrical Equipment Frequency Guide](#).
- viii. power boards comply with Australian Standards and tested in accordance with the Testing and Tagging of Electrical Equipment Frequency Guide.
- ix. items of electrical equipment that failed the electrical test or are deemed unsafe are isolated and tagged out as per the [Equipment Isolation and Tag Out policy](#).
- x. electrical equipment identified for disposal have been identified for any potential hazards (for example, asbestos) and disposed of according to local council requirements.

Relevant Legislation

[Electrical Safety Act 1998 \(Vic\)](#)

[Occupational Health and Safety Act 2004 \(Vic\)](#)

[Occupational Health and Safety Regulations 2017 \(Vic\)](#).

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U3A BANYULE ELECTRICAL TAGGING & TESTING PROCEDURE

Purpose

The U3A Banyule Electrical Tagging and Testing Procedure provides the practical step-by-step instructions for implementing the U3A Banyule Tagging and Testing Policy. It clarifies the role of the Equipment Coordinator and Venue Coordinator in regards to assisting the Committee of Management (CoM) to meet its legal obligation to ensure a safe working environment for members and tutors. CoM will determine the communication strategy to be used to inform members and tutors about the process in the preceding December prior to the start of the following year's activities. It will also assure tutors and members that the tests will be done at no cost to them.

The role of the Equipment Coordinator

U3A Banyule Committee of Management empowers its Equipment Coordinator to manage the following elements of the Inspection, Tagging and Testing process:

- I. Maintaining an electrical equipment register to track the test date, next test date and status
- II. Establishing and adhering to specific intervals for re-testing based on the operating environment
- III. Ensuring all new equipment is visually inspected and labelled "new to service" upon arrival
- IV. Tagging any equipment failing inspection and removing it from service

The role of the Venue Coordinator

The Venue coordinator will work in collaboration with the Equipment Coordinator to ensure that equipment available for use in external venues is appropriately tested and tagged. Where appropriate, hiring agreements must indicate reference to and compliance with the testing and tagging obligations set out in the Banyule U3A Testing and Tagging Policy.

The Equipment Coordinator in conjunction with the Office Manager shall

- I. Appoint an appropriate person/organisation to conduct the inspection, testing and tagging tests
- II. Organise a suitable date and timeframe for the tests to take place. The date must be prior to the start of classes in March of each year

- III. Implement the approved communication strategy to all tutors and members as to when they must make their electrical devices available at the U3A office on the nominated day and time and when they can collect their devices. This applies to all equipment tested as being safe for use in the preceding year. It may be possible for tutors and members to leave their electrical devices at the office on the Friday prior to testing if the testing is conducted on a Saturday. It is up to the Equipment Coordinator and Office Manager to finalise timing etc.
- IV. Inform tutors and members that any electrical equipment that has not been inspected and tagged on the nominated date may NOT be used during a U3A Banyule class scheduled for delivery in that year.
- V. Conduct a visual inspection of any electrical equipment, more than 12 months old, to be used by a tutor where that equipment has not already been tested and tagged (i.e. where an existing tutor proposes to use additional equipment or a new tutor is appointed) and ascertains the risk the equipment poses to the tutor and class. Tutor is advised they must have their equipment tested and tagged the following year.
- VI. Ensure all equipment that has been successfully inspected, tested and tagged has a current year tag attached e.g., 2027 tags for 2027 classes

Relevant Legislation

[Electrical Safety Act 1998 \(Vic\)](#)

[Occupational Health and Safety Act 2004 \(Vic\)](#) v.045

[Occupational Health and Safety Regulations 2017 \(Vic\)](#).

<https://www.worksafe.vic.gov.au/electrical-safety>

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U3A BANYULE EQUIPMENT POLICY

Introduction

U3A Banyule leases its office from the Banyule City Council and shares its classrooms and waiting areas with other clients of the Ivanhoe Library and Community Hub (ILCH). Due to this arrangement, U3A Banyule Inc. recognises its obligation to inform tutors and members about equipment usage, loans and training, how to report damages and faults, and how to ascertain where the responsibility lies in relation to security and access including insurance claims.

Purpose

The purpose of this policy is to establish where the responsibilities lie in relation to the use of equipment within the context of U3A activities and provide users with guidance as to who is responsible for equipment, how to loan equipment, access training and how to report broken equipment.

Policy

i) Establishing responsibility for equipment

Equipment owned by U3A Banyule should be clearly labelled and not left unattended. Items of equipment that are owned by U3A Banyule should not be stored in waiting areas or classrooms unless they are in locked cupboards. Any equipment that is in the premises of U3A Banyule, but is not owned by U3A Banyule, remains the responsibility of the owner. Privately owned equipment is not covered by U3A Banyule's insurance policy and should not be left unattended. Assets owned by U3A Banyule includes furniture and electronic items as listed in the U3A Banyule Assets Register.

ii) Equipment loans and training

Tutors and convenors can typically book U3A-owned devices (like laptops and portable projectors) through the central office. Proper training on AV equipment is often required prior to class use to prevent damage.

iii) Damages and faults

Any malfunctions or damages must be reported to the Office Manager or the Equipment Coordinator and recorded on an equipment fault sheet.

iv) **Security and access:**

Tutors or class coordinators are generally responsible for the security of equipment and ensuring venue doors are locked when not in use.

v) **Personal belongings:**

Any equipment brought from home (e.g., bicycles, mobility aids) must be well-maintained and stored safely. Privately owned equipment is not covered by U3A Banyule Insurance policy.

vi) **Purchasing items and compatibility issues**

Tutors or members wishing to request new items is required to forward the request to the Course Coordinator including a statement of justification, the cost of item/s and where items can be purchased. If the equipment is technical in nature, it is the responsibility of the person requesting the item to ensure it will be compatible with the equipment provided by the venue e.g. data projectors and DVD players. The Course Coordinator will take the request to the Committee of Management for a decision.

vii) **Damaged item/s**

The responsible person (e.g. tutor) reports to Course Coordinator or Equipment Coordinator who reports to Committee of Management (add photo if possible). Taking cost of repairs into account and if possible/practicable have the item repaired and returned to the relevant tutor/venue. If unable to be repaired (too costly or item too damaged) consider advertising the item in the Weekly Wizard (it may be of value for spare parts or to a 'collector' – such as working but unused projector) or if appropriate donate to an Op Shop, or dispose of appropriately.

viii) **Lost item/s**

Responsible person (e.g. tutor) reports loss to the Course Coordinator or Equipment Coordinator who will report the loss to the Committee of Management.

ix) **Damaged/broken item/s at a venue**

Responsible person (e.g. tutor) reports to the Course Coordinator or Equipment Coordinator who will follow up with the venue manager.

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