



BANYULE
UNIVERSITY OF THE THIRD AGE

U3A Banyule Inc A0013622D

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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 including charging cables 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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