

Electrical safety maintenance plan

Hospitality

The following is an example of an effective electrical safety maintenance plan for the hospitality industry.

Mandatory requirements

• All specified electrical equipment must be protected by a safety switch or inspected, tested and tagged by a competent person at least once a year.	Requirement
• Licensed electricians must be used for electrical work.	Requirement
• A process must be in place for workers or members of the public to report electrical issues.	Requirement
• A process must be in place for management to respond to reported electrical issues and that priority is given to immediate risks.	Requirement
• A competent person must be organised to conduct operational testing of safety switches at least every two years and a record of these tests should be kept.	Requirement
<i>Consistent maintenance and operation of safety switches</i>	
• A competent person completes a push button test for fixed safety switch at least every 6 months.	Requirement
• A competent person completes a push button test for portable safety switch after it is connected.	Requirement

Recommendations / best practice

<i>Ensure electrical safety of the premises</i>	
• Engage a licensed electrician to periodically: <ul style="list-style-type: none"> — visually inspect hardwired electrical equipment (e.g. air-conditioners, electric hot water systems). 	Recommended
• Conduct a visual check for potential electrical safety issues (e.g. damaged light fittings, cracked or damaged power points and light switches).	Recommended
• Organise the maintenance of solar photovoltaic systems by an accredited solar installer or licensed electrician as per the manufacturers' requirements or at least annually.	Recommended
<i>Provide employees with information about electrical safety</i>	
• Who to contact if there are electrical safety issues within the premises.	Recommended
• The importance of turning off all main switches at the switchboard before they, or any other person, enters the roof space.	Recommended
• Contact their electricity entity if anyone receives tingles or shocks from electrical equipment, a tap or other metal fittings.	Recommended
• Who can and can't do electrical work.	Recommended