

Note: Delete this page once you complete tailoring the template for your own business

The electrical safety policy outlines the measures for the safe use and maintenance of electrical equipment and electrical installations in the workplace. It applies to all employees who handle or maintain electrical equipment, including those who may rarely come into contact with electrical equipment in the workplace.

How to complete this template

Designed to be customised

It is completely customisable based on your specific requirements.

Include what you must and can comply with

This document should be used in conjunction with your contract of employment, and any specific company procedures and processes. Only include the commitments you are confident you can comply with, make sure you update and review the document regularly.

Important: You may have legal obligations to your employees under an employment or industrial agreement such as an award, workplace agreement or employment contract. Make absolutely certain what's written in this document is consistent with these. If you're unsure what covers your employees, ACFA Members can contact ACFA's workplace advice team on 1300 342 248 or on 02 4340 2000 for further advice/assistance.

To complete the template:

1. Using Word's Replace function, search for (INSERT COMPANY NAME) and replace with your company name.
2. Replace (items in brackets) with your own wording.
3. Once you have finished work on the template, delete the first TWO pages of the document.

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Electrical Safety Policy

1. Purpose

- 1.1 (Insert company name) acknowledges its legal duty to ensure, so far as is reasonably practicable, that workplace participants and other persons at the workplace are not exposed to electrical risks arising from the business or undertaking. (insert company name) aims to eliminate the electrical risks, or if that is not reasonably practicable, minimise the risks so far as is reasonably practicable.
- 1.2 Workplace participants also have responsibilities in connection with managing electrical risks. Workplace participants must comply with this policy as amended from time to time and any relevant Code of Practice (for example, the Safe Work Australia *Managing Electrical Risks in the Workplace*), including any relevant regulation and/or State or Territory Codes of Practice, as amended from time to time. It is important to be aware that this policy and relevant Codes of Practice deal with particular issues and do not cover all hazards or risks that may arise in the workplace. Accordingly, workplace participants should consider all risks associated with work, not only those for which this policy and/or relevant Codes of Practice exist.
- 1.3 With these duties in mind, this policy endeavours to outline appropriate risk control measures that must be implemented at work by both (insert company name) and, where appropriate, workplace participants.

2. Commencement of Policy

- 2.1 This Policy will commence from (XX/XX/XXXX). It replaces all other electrical safety policies of (insert company name) (whether written or not).

3. Application of Policy

- 3.1 This policy applies to employees, agents and contractors (including temporary contractors) of (insert company name), collectively referred to in this Policy as 'workplace participants'.
- 3.2 This policy does not form part of any employee's contract of employment. Nor does it form any part of any other workplace participant's contract for service.

4. Definitions

- 4.1 **Competent person** means a person with the necessary practical and theoretical skills (acquired through training, qualification, experience or a combination of these) to correctly perform tasks within the scope of electrical work approved by management, or any other appropriate person.

*** THIS IS ONLY A PREVIEW OF THE DOCUMENT, YOU WILL NEED TO PURCHASE THE DOCUMENT TO SEE ALL THE CONTENT.**

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