



CHECK SAFE

Your partner in achieving compliance

“Current Leakage” an invisible, silent hazard

If you “feel” it,

There is a high chance that it will be the last thing
you will feel!

Check Safe - Policy and Procedure

Check Safe provides the following services.

Electrical

- Electrical compliance testing to AS/NZS 3760, 3,6,12 months and 5 yearly testing.
- Single phase & 3 Phase

FIRE

- Install. Inspection and test portable fire equipment as per Qld Building Code MP6.1 and to AS 2444, AS3786, AS1851
- Install inspect maintain and test fire hose reels, tested as per Qld Building Code MP6.1 and to AS2444, AS 3786, AS1851
- Exit & Emergency Lighting inspected, tested, maintained, and surveyed in accordance with AS 2293.2.1995
- Smoke Alarms, identifying all equipment, inspect, test, maintain and surveyed in compliance to
- 6 monthly AS 1851 -2012 tables 6.4.2.2
- 12 monthly AS 1851 -2012 tables 6.4.2.3

First Aid Kits

- Our new modular first aid kits are workplace compliant and enable you to quickly access exactly what is needed in an emergency. In addition to being highly visual and tamper sealed, these kits make auditing and replenishing a breeze.

Our organisation is committed to assisting businesses in the provision of a safe workplace.

Safety in the Workplace

Regarding electrical safety in the workplace, test and tagging of items by a suitably licenced, trained, and competent person is seen as an effective way of complying with this requirement.

By initiating a comprehensive program of testing electrical items in the workplace, we should identify possible risks before a potentially fatal injury occurs.

Testing Frequency

Frequency of testing is determined after assessing the site where the appliance will be used. When determining this frequency, the following should be considered:

- Environment - office versus manufacturing.
 - Usage - purpose of item.
 - Number of people using the item.
 - Portability - is the item being consistently plugged into different points?
 - Check Safe follows the legislative requirements as set out in Australian Standard's
 - 3760:2010 Electrical Safety Standard, and
 - 1851:2005 Maintenance of Fire Protection Systems and Equipment,
 - 2293 Emergency and escape lighting.
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- ❖ **Ultimately it is the responsibility of each organisation to structure an adequate electrical testing schedule that best suits their individual needs.**

We are happy to test as per your directions and Company Policy. However, based on what we have seen in most workplaces we would suggest the following:

- Construction 3 monthly
- Workshop, manufacturing, and Factory - 6 monthly
- Office Kitchen & Lunchrooms equipment - 12 monthly

- Stationary Office Electrical Equipment - 5 yearly
 - Can be test and tagged at 5 years intervals **provided they are protected by RCD safety Switch's** and these switches are tested (Timed & Mechanical Tripped) by a Check Safe Technician on the six-monthly testing schedule

PLEASE NOTE

- **5 Year Test and Tag do not apply when:**
The flexible cable or flexible cord is flexed on electrical equipment, even if it is moved only for i.e. Restocking, maintenance, or cleaning: Regular 12 monthly in service testing is required.
 - AS/NZS 3760: 2010 1.2.3.

Our Services

Check safe provide a holistic approach to assisting our clients to comply with their safety obligations

We can:

Electrical

- Perform Earth Fault Loop Impedance (EFLI) tests on your power points.
 - This test is carried out to ensure the integrity of the earth conductor within the socket outlet is capable of carrying a short.
 - from live conductors to earth,
 - to the circuit protective device
 - and is capable of protecting the current carrying conductors throughout the entire fault loop from damage caused by excessive short circuits and overload currents.
 - And to provide evident's that electrical testing results of appliances are accurate

- Test and tag portable electrical appliances and lead. Single & 3 Phase

We leakage test all appliances were possible, exceeding the minimum requirements.

- Test and tag safety switches - Residual Current Devices (RCDs). Single & 3 Phase
- Provide detailed reports in numerous formats.
- Asset List. Providing a comprehensive list of items that have been tested
- Test Results. Provide full details of test results.
- Failed Item Asset List and
- Failed Item test results.

Fire Compliance

Ensure your emergency lighting is working in compliance with Australian legislative requirements.

- Inspection, Maintenance & Discharge of Emergency escape and Exit lighting. Exit lights & Emergency Lights inspected, tested, and maintained on a six-monthly basis. (Qld Building Code MP6.1 to AS/NZS 2293.1 (2005) and AS/NZS 2293.2 (1995))

Maintenance, inspection, and supply of portable fire equipment including fire extinguishers, fire blankets and fire hose reels.

- Inspection. Testing of Portable Fire Equip Fire extinguishers and Fire Blankets must be inspected / tested on an ongoing six-monthly basis, (Qld Building Code MP6.1 to AS 2444, AS 3786, AS 1851)
- Inspection, Maintenance & Testing of Fire Hose Reel Fire equipment must be inspected / tested on an ongoing six-monthly basis, Flow test is conducted annually tested as per Qld Building Code MP6.1 to AS 2444, AS 3786, AS 1851)

Maintain and provide smoke alarms (extra low voltage).

Smoke alarms in all dwellings must: be photoelectric (AS 3786-2014); and not also contain an ionisation sensor; and be less than 10 years old; and operate when tested; and be interconnected with every other smoke alarm in the dwelling so all activate together; and be either hardwired or powered by a non-removable 10-year battery.

First Aid

Provide a programmed first aid kit re-stock and replacement regime.

- Our new modular first aid kits are workplace compliant and enable you to quickly access exactly what is needed in an emergency. In addition to being highly visual and tamper sealed, these kits make auditing and replenishing a breeze.
- Our large modular first aid kit ensures that you are compliant in any moderate or high-risk work environment including Manufacturing, food industry, Childcare, Schools etc. and they ensure you are covered in any environment within one hour of medical assistance. It is the perfect choice.

Test Equipment



Check Safe uses the Seaward Prime Test Elite Plus Portable Appliance Tester. These machines are the leading testers available on the market. Their memory stores the results of both Class I and Class II electrical equipment as required by AS/NZS 3760

Testing Process

- ❖ Prior to testing any portable appliances our technician will perform an earth fault loop impedance (EFLI) test on the power point we use to power our Portable Appliance Tester (PAT). A faulty power point can result in a false pass result on the tester and can potentially mean an unsafe situation for employers/employees.
- ❖ A visual check of the item to be tested is performed to ensure there are no cracks in the casing or nicks in the leads or equipment and that the equipment is in good condition and is safe to test.

- ❖ The physical tests are then performed on our Portable Appliance Tester System (PATS). If the item being tested passes both the visual and electronic physical test, the tester automatically prints a durable non-reusable tag showing a unique barcode number and retest date. This tag is then attached to the item.
- ❖ If an item fails a test, we will consult with the relevant person in your business to discuss the best course of action. This may be a simple repair such as a plug, socket or lead replacement or may require more specialised attention and will need to be referred to a third party.

Please note: Check Safe is a Safety testing compliance company and does not engage in repairs

The item will be identified by attaching a ‘Danger do not use’ or ‘out of use’ tag.

Asset List & Test Reports

Once testing is concluded we will supply you with two separate reports.

Detailed Asset List

Location: Anthony								
Asset ID	Description	Make	Model	Serial No	Last Test	Next Test	Last Visual	Next Visual
HD00002246	Battery Charger	Makita		NSN	2/02/2017	2/05/2017	2/02/2017	
HD00002247	Plane	Ryobi		NSN	2/02/2017	2/05/2017	2/02/2017	
HD00002248	Grinder	Hitachi		NSN	2/02/2017	2/05/2017	2/02/2017	
HD00002249	RCD Portable	Transco		NSN	2/02/2017	2/05/2017	2/02/2017	
HD00002250	Multitool	Makita		NSN	2/02/2017	2/05/2017	2/02/2017	
HD00002251	Circular Saw	DEWALT		NSN			2/02/2017	2/05/2017

The above report is the “Detailed Asset Register” for your Site and/or each of your locations.

This report contains details on every item we have tested, a unique asset identification number, item description, make and serial number if available, date the item was tested and a date when item requires re-testing.

The report will break down assets based on location i.e., Board Room, Reception etc. This data is provided electronically allowing you to track any of these items.

Another benefit of the Detailed Asset Register is that when retesting occurs, it identifies items that may have been missed.

This may be due to the following reasons:

- Item has been removed from service.
- Item has been moved to different location inside the business.
- Unauthorised removal of the item from site may have occurred.

This report alone can be a very useful document if used correctly.

Location: Anthony				
Asset ID: HD00002246	Description: Battery Charger	User: Tim	Test Instrument: SeawardPrimeTest Elite 29H-0195	
Test Type	Date	Result	Unit	Status
Plugs	2/02/2017			Pass
Flexible cord	2/02/2017			Pass
Cover / Guards	2/02/2017			Pass
Insulation Voltage	2/02/2017	500	V	Information
Insulation	2/02/2017	> 19.99	MOhm	Pass
Live Voltage	2/02/2017	254.1	V	Information
Load Current	2/02/2017	0.09	A	Information
Touch Current	2/02/2017	0.01	mA	Pass
				Overall: Pass


Latest Test Results

The above report is the Latest Test Results. This report provides details of all items that have tested. The report not only shows a pass or failure result, but the actual measurement the test machine recorded. The benefit of this is that it allows us to monitor an item that may just fall inside the required tolerances indicating that perhaps an item is about to fail. These test results cannot be manually altered thus ensuring integrity in our process.

This is extremely important in circumstances where an accident occurs, and investigations are undertaken by the relevant authorities.

Failed Items Report

A report detailing all failed items will be supplied.

Location: Anthony			
Asset ID: HD00002251	Description: Circular Saw	User: Tim	Test Instrument: SeawardPrimeTest Elite 29H-0195
Comments: Exposed Wiring			
Asset photos			
			
2017-02-02-11-10-47-ASSET.jpg			
Test Type	Date	Result	Status
Plugs	2/02/2017		Pass
Flexible cord	2/02/2017		Fail
Cover / Guards	2/02/2017		Fail
			Overall: Fail

Where the electrical item fails due to an electrical test, no photo will be attached.

General Report Information

These test reports will be provided at the conclusion of every site visit and can be provided in either hard or soft format.

A systematic programme of test and tag is the best method of identifying dangerous electrical appliances.

Earth Fault Loop Impedance (EFLI)

Check Safe will always tests the power point we plug our tester into. If there is a fault in the power point it can cause our tester to provide a false, pass result. Faulty power points also pose a danger to life. Our technicians can test the safety of the power points in your workplace.

RCD Testing



Phase

Residual Current Devices - Safety Switches. Single & Three

- Our test process includes a 'manual' and 'trip time' test to help ensure that these devices provide the necessary protection. required by AS/NZS 3760:2010

RCD Asset List

ZHT0014617	RCD 31	NHP		GPO West Hall	17/08/2019	17/02/2020	17/08/2019	
ZHT0014618	RCD 33	NHP		GPO Sanitise Room	17/08/2019	17/02/2020	17/08/2019	
ZHT0014619	RCD 5	NHP		connects to RCD Laundry	17/08/2019	17/02/2020	17/08/2019	
Location: DB PR-01-3 SUB								
Asset ID	Description	Make	Model	Serial No	Last Test	Next Test	Last Visual	Next Visual
ZHT0014630	3 P RCD 2	Hager		3 p GPO Wash Area	17/08/2019	17/02/2020	17/08/2019	
ZHT0014631	3 P RCD 3	Merlin		3 P GPO near oven pole	17/08/2019	17/02/2020		

Single Phase RCD Test Results

Asset ID: ZHT0014626		Description: RCD 95		User: Tim		Test Instrument: Seaward PrimeTest Elite 12J-0428	
Test Type	Date	Result	Unit	Status			
RCD Pannel Clean	17/08/2019			Pass			
GPO Good Condition	17/08/2019			Pass			
NA	17/08/2019			Pass			
NA	17/08/2019			Pass			
RCD Trip Time Current (Fixed)	17/08/2019	30	mA	Information			
RCD Trip Time Angle (Fixed)	17/08/2019	0	degrees	Information			
RCD Trip Time (Fixed)	17/08/2019	29	ms	Pass			
RCD Trip Time Current (Fixed)	17/08/2019	30	mA	Information			
RCD Trip Time Angle (Fixed)	17/08/2019	180	degrees	Information			
RCD Trip Time (Fixed)	17/08/2019	19	ms	Pass			
Mechanical Trip	17/08/2019	Pass	Tripped	Pass			
Overall: Pass							

RCD 3 Phase Test Results

Asset ID: ZHT0014631	Description: 3 P RCD 3	User: Tim	Test Instrument: Seaward PrimeTest Elite 12J-0428	
Test Type	Date	Result	Unit	Status
Polarity Checked	17/08/2019	Yes	Pass	Pass
Time Trip each Phase 0 degree	17/08/2019	Yes	PASS	Pass
Time Trip each Phase 180 degree	17/08/2019	28	Pass	Pass
Record highest time trip for 0 degree	17/08/2019	17	milliseconds	Pass
Time Trip each Phase 180 degree	17/08/2019	Pass	milliseconds	Pass
Mechanical Trip RCD	17/08/2019	Pass	tripped	Pass
Overall: Pass				

Three Phase Testing



Three phase leads and appliances. We have developed our own ‘approved’ test equipment that complies with the relevant Australian and New Zealand Standards. It is important that three phase equipment is ‘leakage’ tested as required by AS/NZS 3760.

Test Tag

The test tag is non-reusable, non-metallic tag fitted to all electrical equipment that passes testing in accordance with AS/NZS 3760:2010 when tested by Zero Harm Commercial.

It displays the following information:

- Actual date testing carried out
- Next test date
- Appliance Asset ID number generated during initially testing
- The name of the person conducting the testing

Portable Fire Equipment



Check Safe can install, inspect, maintain, and supply your portable fire equipment: fire extinguishers, fire blankets and fire hose reels. Testing is performed by a ‘competent person’ as per AS 1851.

For the installation of Portable Fire Equip form 16 Inspection Certificate/Aspect Certificate/QBCC Licensee Aspect Certificate is required.

Exit & Emergency Lighting



Testing of emergency and exit lighting systems is conducted in accordance with AS/NZS 2293.2:1995. Our technicians will conduct an emergency lighting discharge test and record results in your onsite logbook.

If you don’t have a logbook our technicians can setup each site to ensure compliance with OH&S legislation. This involves supply and

setup of logbook, site mapping, asset labelling and numbering and logging details.



Provision and Maintenance of Smoke Alarms

Check Safe can test and replace the batteries, replace faulty alarms, and dispose of non-energised smoke alarms (extra low voltage)

Harmonisation Laws

Work, Health and Safety regulations (now enacted in several jurisdictions) specifically require businesses to identify electrical hazards, so far as is reasonably practical, and to test electrical equipment used in a hostile operating environment.

WHS/OHS Recommendations

WHO/OHS Acts place responsibility in the hands of the PCBU (Person Conducting a Business or Undertaking) environment.

The WHS/OHS Acts throughout Australia, it states that an employer must provide and maintain a working environment that is safe and without risk to health.

As Part of this responsibility all portable electrical appliances should be tested in accordance with AS/NZS 3670

In most circumstances few people know their legal responsibilities and even fewer offer to carry out the prescribed test requirements

This requirement extends to any equipment/appliance brought into work by an employee.

If the equipment is not safe and causes an accident, both the employer and the person who provided the equipment/appliance may be liable.

The DANGERS of Electrical current leakage to the human body.

Current measured in Milliamps (mA)	Reaction
1 mA	Perception level, just a tingle
5 mA	Slight shock felt, not painful, but disturbing an average individual can let go. However, strong involuntary reactions to shocks in this range can lead to secondary injuries from falling or recoiling.
6.25 mA to 10 mA	Painful shock, muscular control lost
50 mA to 150 mA	Extreme pain, respiratory arrest, severe muscular contractions. The individual cannot let go. Death is possible
1 amp to 4.3 amps	Ventricular fibrillation (the rhythmic pumping action of the heart ceases. Muscular contraction and nerve damage occur. Death is most likely
10 amp	Cardiac arrest, severe burns, and possible death.