

Procedure

Use of privately owned Electrical Appliances – Patients and Staff

1. Purpose

The purpose of this document is:

- to ensure that privately owned electrical equipment is not used in the facilities owned or operated by West Moreton Hospital and Health Service (West Moreton) without confirming that the condition of the equipment does not compromise the safety of personnel or the facility
- to define the procedure which permits patients and/or staff to use their privately owned electrical appliances within the facility and to define procedures for the testing and safe operation of privately owned electrical appliances
- to describe the process to ensure all portable electrical appliances operated in the facility will be compliant with Australian Standard 3760 (In-service Safety Inspection and Testing of Electrical Equipment) and that regular testing of electrical equipment minimises the risk of personal harm or fire risk within the facility.

2. Scope

This document applies to all staff within West Moreton, visitors and patients wishing to bring private equipment onto the premises.

It does not apply to the tools and equipment required for the purposes of maintenance – this is covered through the terms and conditions of contract with the maintenance service providers.

3. Statement / Commitment

Not applicable.

4. Principles

Not applicable.

5. Process

Patients are not permitted to use their own electrical appliances during their hospitalisation, until the appliances are confirmed as safe, and their use does not compromise the safety of personnel or the facility.

The Electricity Act 2002 requires all mains operated electrical appliances in use within the facility to be regularly tested in accordance with *Australian Standard 3760*. Facility engineering staff will perform this testing on privately owned electrical appliances, however, any appliance which tests unsafe cannot be used within the facility.

Permission to use privately owned electrical appliances within the facility is subject to compliance with these procedures and permission may be withdrawn if these conditions are not complied with.

- Patients and staff bringing privately owned electrical appliances (new and old) into the ward/residence must obtain permission of the appropriate manager (Nurse Unit Manager for clinical areas and appropriate Director for non-clinical areas).
- All appliances must undergo an initial test and tag process prior to use. A Work Order Request is to be submitted to Building Engineering and Maintenance Services (BEMS) for appliances requiring the

initial test and tag – the appliance/equipment cannot be used until after this check has been performed.

- After the initial inspection all appliances which patients use on this site will be appropriately checked annually to ensure they are in good order. These inspections are programmed on the Computerised Maintenance Management System (CMMS).
- In those facilities where all power points in patient areas are RCD (Safety Switch) protected this precludes the need to regularly test and tag patient’s appliances.
- The Park specific – this facility reserves the right to withdraw permission to use, and to confiscate any privately owned electrical appliance which has tested as unsafe or where use is compromising safety. Any appliances confiscated will be treated as a patient ‘Valuable’ and returned on discharge or at the discretion of the RN in charge (refer to [MHSS – The Park – High Security Inpatient Services - Consumer Purchases – Electrical Items Work Instruction](#)).

5.1 Legal Issues

All privately owned electrical appliances in use within the facility are maintained at the owner's risk. It is the owner's responsibility to arrange insurance cover against loss or damage. Persistent use of unauthorised equipment may result in confiscation of the offending item. Confiscated property must be dealt with as per the [Patient/Consumer Monies and Property Procedure](#).

5.2 Safety Issues

- Large or heavy electrical appliances must be set up so that they do not present any hazard. They must be placed on a solid stable surface in a position close to a power point that does not restrict or impede access.
- Extension leads should not be used because of the associated safety risks, however such usage should be assessed on a case-by-case basis.
- The use of double adaptors and some power boards is not permitted in buildings owned or operated by West Moreton.

6. Roles and Responsibilities

Role	Responsibility
All staff	<ul style="list-style-type: none"> • Maintain awareness of the requirements of this procedure. • Remove from service and report any obviously damaged or faulty 240V plug in equipment. • Arrange for testing of personal equipment through the BEMS.
Clinical staff interfacing with patients	<ul style="list-style-type: none"> • Communicate to the patients <ul style="list-style-type: none"> – the requirements to have the equipment inspected and tested prior to use – that West Moreton is not liable for any damage to personal equipment – arrange for the inspection and testing of the privately owned equipment.
Nurse Unit Manager (Clinical space use of equipment)	<ul style="list-style-type: none"> • Confirm that equipment has been inspected and tested prior to authorising its use (Ipswich Hospital Tag attached to the lead). • Briefing new staff on the requirements of this procedure.
Appropriate Director (non clinical space)	<ul style="list-style-type: none"> • Confirm that equipment has been inspected and tested prior to authorising its use (Ipswich Hospital Tag attached to the lead).

7. Non-Compliance

Staff are obligated to adhere to the policies, procedures and work instructions. Breaches will be reported to the Occupational Health and Safety (OHS) Unit who will report a notifiable event to all relevant parties as per [Reporting of Notifiable Incidents \(Severity Assessment Code 1\) Workplace Instruction](#). The event will

be managed in accordance with the requirements specified in the [Compliance Management Policy/Procedure](#). A workplace incident must also be reported via RiskMan.

8. Definition/s

Term	Definition
Accountable Person	A person responsible for oversight, including establishment of appropriate systems, processes or resources to ensure compliance with assigned compliance requirements and associated obligations.
Assurance	A positive confirmation intended to give confidence that what is reported may be relied upon. Specifically if it involves an objective examination of evidence to provide an independent assessment on compliance and controls (systems and processes).
Breach	Sometimes referred as non-compliance, occurs when West Moreton does not comply with a compliance obligation (e.g. breach of State or Federal legislation). This can be the result of an act or failing to act. Refer to Compliance Management FAQ for examples of compliance breaches.
Compliance	Outcome of activities undertaken across West Moreton to satisfy/meet its obligations, and is made sustainable by embedding in culture, behaviours and attitudes of staff.
Register	Register that identifies the exact location of the asbestos related material.
Responsible Person	Nominated senior officer (Senior Maintenance and Facilities Manager or delegate) responsible for monitoring compliance.


9. Monitoring and Evaluation

What will be monitored	Compliance with the procedure.
How (method)	Ongoing inspections by all staff.
Frequency	Ongoing
Responsible officer	All Staff
Reporting to	Notification of non-compliance through the raising of notification in the CMMS

10. Related West Moreton Documents

Policy and Procedure Documents	<ul style="list-style-type: none"> WMHHS2014120 OHS – Work Health and Safety Policy WMHHS2015002 Patient/Consumer Monies and Property
Clinical Guidelines/Pathways	<ul style="list-style-type: none"> Not Applicable
Other	<ul style="list-style-type: none"> OHS – Guidance Note – Electrical Safety Housekeeping Policy, Procedure and Work Instruction Staff Sign-Off Sheet

11. Compliance Requirements and Obligations

Legislation and other compliance requirements	<ul style="list-style-type: none"> Electrical Safety Act 2002 Electrical Safety Regulation 2013.(s112)
National Safety and Quality Health Service (NSQHS) Standards	 Standard 15: Corporate Systems & Safety
Other Standards	<ul style="list-style-type: none"> AS/NZS 3760:2010 and amendments (In-service Safety Inspection and Testing of Electrical Equipment)

12. References and Resources

Not applicable

13. Development, Revision and Approval History

ID & Version No.	Approval Date	Effective Date	Review Date	Document Custodian/Author	Endorsing Committee	Approval Authority
WMHHS201331 3v1	14/11/2014		14/11/2017	Manager Infrastructure and Assets	Not applicable	Executive Director Finance and Business Services
	Summary of changes <input checked="" type="checkbox"/> New					
ID & Version No.	Approval Date	Effective Date	Review Date	Document Custodian/Author	Endorsing Committee	Approval Authority
WMHHS201331 3v2	19/03/2018	21/03/2018	19/03/2021	Manager Infrastructure and Assets	Not applicable	Chief Finance Officer Signature:
	Summary of changes <input checked="" type="checkbox"/> Scheduled review, minor changes including: new format, compliance with standard.					

14. Key Words

Electrical appliance; infrastructure; assets; risk assessment.

15. Appendices

Not applicable