

**Key Control Data Sheet**

Procedure Number: RSK-PRO-KCD-230

Scope of Application: Ok Tedi Mining Limited

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Document Owner: Manager – OHS & Training

**Why is the Control Important** –

Use of mains powered portable electrical equipment that is designed to a recognised standard, subject to a planned maintenance, inspection and testing program, and which is connected to a power supply that is protected by an earth leakage device, is critical in preventing severe electric shock as a result of faulty portable equipment.

**Exemption** – No exemptions permitted.

**Operational Requirements**

## Performance Metrics

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| --- | --- |
| Portable electrical equipment is compliant with a recognised standard, including double-insulation of hand-held tools. | Portable electrical equipment is inspected for condition by the user before use, including next test or expiry date, and damaged or out-of-date equipment is removed from service. |
| Portable electrical equipment is registered and subject to a planned maintenance, inspection and testing program, with records maintained. | Portable electrical equipment connected to a power supply above Extra Low Voltage (50 VAC), including via a generator or welding set, is protected by an earth leakage device i.e. Residual Current Device (RCD), Ground Fault Interrupter (GFI), Earth Leakage Circuit Breaker (ELCB). |
| Portable electrical equipment is tested, with the test date and due date for the next test, or approval expiry date, clearly indicated on the equipment (e.g. via a tag). |  |

## Utilisation

Required for all portable electrical equipment connected to a power supply at above Extra Low Voltage (50 VAC), including via a generator or welding set. This includes hand-held equipment such as tools and lights, extension leads, cords and outlet devices, portable power supplies, battery chargers, portable earth leakage devices (e.g. RCD’s, GFI’s) etc.

## Safety Critical Defeat Requirements

Where a double-insulated portable tool is not available, the tool must be authorised for use by the Responsible Electrical Engineer (REE).

Maximum duration 6 months.

## Testing & Verification

The use of portable electrical equipment that is within its due date for testing, along with records of the maintenance, inspection and testing program, must be audited as part of the annual HSE auditing cycle.

Earth leakage devices must be visually inspected for condition, and the trip action push-button tested, at the following frequency:

* Portable devices daily or before each use
* Fixed devices at least annually.

## Maintenance

Portable electrical equipment must be inspected, maintained and tested in accordance with the established program.

Equipment used to test portable electrical equipment must be maintained and calibrated in accordance with the manufacturer's specifications.

## Training & Competency

People performing maintenance, inspection or testing activities on portable electrical equipment must be competent in the required tasks.

**Task Requirements**

The following are the key day to day requirements operators/maintainers and supervisors must follow to ensure the control is being used correctly.

## Task Requirements

|  |  |  |
| --- | --- | --- |
| No. | Supervisor | Operator/Maintainer |
| 1 | Provide competent resources to maintain, inspect and test portable electrical equipment. | Inspect portable electrical equipment before use for condition and next test date. |
| 2 | Verify that portable electrical equipment has been inspected, maintained and tested in accordance with the established program. | Remove damaged or out-of-date portable equipment from service and report it to a supervisor. |
| 3 | Verify portable electrical equipment brought into the area has been inspected, tested and tagged. | Test the trip action of any portable earth leakage device using the push button. |
| 4 | Provide a portable earth leakage device if the outlet is not protected by a fixed device. | Do not use any portable earth leakage device that fails the push-button trip test and report it to a supervisor. |
| 5 |  | Do not use damaged or defective portable electrical equipment. |

## Skills Requirements

No additional requirements.

## Permits

No additional requirements.

## Task Specific PPE Requirements

No additional requirements.

## Special Task Related Tooling

No additional requirements.

**Design Requirements**

## Design Standard

Local or international standards for electrical equipment, and for inspection and testing of electrical equipment e.g.:

* AS 3100 – Approval and test specification – General requirements for electrical equipment
* AS 3160 – Approval and test specification – Hand-held portable electric tools
* AS 3190 – Approval and test specification – Residual current devices (current-operated earth-leakage devices)
* AS 3760 – In-service safety inspection and testing of electrical equipment.

## Safety Parameters

Earth leakage devices must comply with a recognised standard and meet the following criteria for preventing detrimental effect on the human heart in the event of electric shock:

* Rated to trip at or below 30 milliamps within 300 milliseconds.

## Design Life

Not applicable.

## Safe Separation

Not applicable.

## Special Requirements

No additional requirements.