

Electrical Equipment RCD Use and Responsibilities

WI.Co.W.09.02

QUALIFICATIONS	SPECIFIC TRAINING	REFERENCES
Knowledge and understanding of this work instruction.		OHS Manual

TASK	METHOD
Under our funding arrangements Westmont must provide a safe and healthy workplace for their employees in accordance with relevant Commonwealth and state governments OH&S and/or WHS legislation, as well as relevant codes and standards.	
It is a requirement under Westmont's Occupational Health and Safety Policies and Procedures that all care and cleaning staff use a Residual Current Device (RCD) every time they use electrical equipment in a client's home.	
Testing the RCD prior to use in client's home	<p>Prior to using any electrical equipment in the client's home, you must implement the following instructions for your RCD.</p> <p>Testing the RCD</p> <ol style="list-style-type: none"> 1. Plug the RCD into the electrical outlet and switch the electrical outlet on. 2. Press the RESET button on the RCD and check that the indicator light is red (ON). 3. Turn the electrical outlet switch off and check that the red indicator light is OFF. 4. Turn the electrical outlet switch off. Press the RESET button on the RCD. 5. Press TEST. The red indicator light must disappear (OFF). <p>If the RCD passes the steps listed above, plug the appliance into the RCD and press RESET.</p>
If the RCD test fails	<p>Do not use the RCD if the test fails.</p> <p>Advise the client that you cannot use the electrical appliance for safety reasons. Phone the office to advise the situation.</p> <p>Return the RCD to the office for further testing and/or replacement.</p>
If the RCD turns off while in use	<p>If the RCD turns off whilst using an appliance it may indicate that the appliance is faulty. Do not use the appliance.</p> <p>Advise the client that you cannot use the electrical appliance for safety reasons. Phone the office to advise the situation, complete a Carer Feedback and return it to the office as soon as possible.</p>
Six monthly test and tag of RCD	<p>The RCD must be tested and tagged every six months.</p> <p>You will be notified when your RCD is due for testing and tagging. Return your RCD within five working days of notification and collect a new one.</p>
If you lose the RCD	<p>Think about the last client you remember using your RCD with then ring the office and ask for the client to be contacted to see if the RCD is still at the client's home.</p> <p>Collect a new RCD for use from the office as soon as possible.</p>