Electrical Maintenance and Repairs

1 Electrical equipment and apparatus must be maintained in good working order. Any equipment with an identified fault* must be removed from service, until the fault is rectified. The laboratory supervisor must be consulted for advice about who is to carry out the repairs.

2 Any such repairs or alterations must be recorded in the laboratory or instrument log book.

3 Repairs* to any mains power circuitry (240 V or 3-phase) may only be undertaken by a licensed electrician or authorized repair technician. These repairs must be tested and tagged as electrically safe, by a competent person, before return to use, and this certification must be recorded in the log book.

4 Repairs to circuitry or components that are separate to the mains power circuit (eg: digital or low voltage circuits) may be undertaken by laboratory personnel who are approved by the laboratory supervisor.

5 Before an investigation of any electrical fault, or any repairs are undertaken, the equipment must be isolated from the mains supply (240 V or 3-phase). If the equipment can not be disconnected, the circuit must be disabled at the distribution board.

6 All low voltage repairs must be recorded in the repair log, and must be tested and signed off by the repairer before the equipment is put back into service.

* In all cases, “repairs” or “faults” mean “non-user serviceable repairs”. General maintenance activities such as changing light bulbs and fuses, or rewiring a photodiode, do not fall into the category of repairs or faults, and may be carried out by qualified personnel. Such activities are also to be recorded in the log book.

References:
- OHS Regulation (2001); Chapter 4, Part 4.2, Division 3: Electricity; Clause 41
- Electrical Safety (Electrical Installations) Regulation 1998
- AS/NZS 3000 (2000); Electrical Safety

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