

Information Sheet

Electrical Testing and Tagging using eSafe



This information sheet will help guide local areas in their preparation for electrical testing and tagging using eSafe and will ensure a quick and easy process to request testing and tagging be performed in your area. Specific roles and responsibilities are set in the [Electrical Safety Management](#) handbook chapter.

What needs to be tested

Electrical equipment, owned by the university, needs to be regularly inspected and tested where it is:

- Supplied through a general power outlet (GPO) or
- Used in an environment in which normal use of electrical equipment exposes the equipment to operating conditions that are likely to result in damage to the equipment or reduce its lifespan (moisture, heat, vibration, dust) or
- A Residual Current Device (RCD).

Electrical equipment owned by the University that is used in the home will still need to be tested and tagged. However, where the device is connected with a power cord using an AC/DC adapter, thereby ensuring the device is not powered by 240V, only the power cord and adapter need to be tested and tagged. See examples here:



Where a power cord is plugged directly from the GPO to the device, without an AC/DC adapter, the cord and device should be tested together. See example below. **If it is not practicable to test the cord and device together, the cord should be tested and if it passes scheduled for re-testing in 12 months.**



Note: Leased/hired equipment should be provided by the supplier with testing and tagging tags already attached.

HSW	Electrical Safety Management	Effective Date:	13 July 2021	Version 1.1
Authorised by	Director, HSW	Review Date:	As required	Page 1 of 4
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

Step 1 – Mapping your Area

The simplest way for areas to do this is to use [UniSpace](#). This website will allow you access to up-to-date floor plans with the ability to add room numbers and colour coding to identify rooms and workstations that need to be entered and tested by technicians. The default colours of departments can be changed, and we suggest you use Fluro Green to mark your area. If you have any trouble using UniSafe with your usual browser, try using Firefox.



RUNDLE MALL PLAZA - 44-60 RUNDLE MALL
(RMP-NT72)
THIRD FLOOR

Legend - Department	
■	Human Resources (99 - 537.45m ²)
■	Learning & Quality Support (6 - 43.54m ²)
■	Division of Deputy Vice-Chancellor and Vice-President (Academic) - Shared Space (10 - 202.58m ²)
■	Planning and Analytics (25 - 136.95m ²)
■	Student Administration (42 - 219.76m ²)
■	University Operations - Shared Space (26 - 450.97m ²)
■	Finance Strategy, Analysis and Reporting (112 - 557.96m ²)
■	Accounting Services (6 - 35.77m ²)
■	Infrastructure Office (13 - 59.89m ²)
■	ITDS Branch Central Costs (2 - 18.79m ²)
■	Unusable Spaces (92 - 1281.60m ²)
	TOTAL (433 - 3545.26m ²)

Step 2 – Assign a local coordinator and request testing and tagging

The area should appoint a contact person who will act as the local person to liaise with and report to on the date of testing. It will be the responsibility of this person to ensure:

- staff on the floor are aware that testing is occurring,
- that staff with university supplied electrical equipment for home offices are advised what needs to be brought in for testing and tagging,
- what is required on the day of testing (i.e. powering down of their devices for the technician),
- that the technician will have access to all of the rooms.

The local coordinator should send their request to eSafe using the following email address - miroslavr@servicefm.com.au. The request should identify:

- Name of local contact:
- Contact details:
- Faculty/Division:
- School/Area:
- Time frame you wish testing and tagging to occur.

HSW	Electrical Safety Management	Effective Date:	13 July 2021	Version 1.1
Authorised by	Director, HSW	Review Date:	As required	Page 2 of 4
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

Note: on average, one technician can test between 200 and 300 items per day. The technician will need access to each workstation for between 5-10 minutes. Computers must be shut down and turned off.

Step 3 – Raising an official work order

Once you have worked out the details with eSafe, you will have the information required to raise a Special Request requisition, so a Purchase order can be sent. Staff with access to eProcurement are able to raise a requisition. Click on EPRO on the Finance & Procurement [homepage](#) . If you require assistance, please contact Finance and Procurement Services on 8313 3414 or finprosupport@adelaide.edu.au.

Step 4 – Understanding the [E]SAFE Report

Contractors from eSafe should have been inducted to the University through Infrastructure and carry a University ID as evidence the induction has been completed.

At the end of testing and tagging your area, the technician will advise you of any items that failed testing and have been tagged out. These items cannot be put back into service. The local area will need to decide whether they repair the item or organise its disposal.

The eSafe summary report is set out as below. Where the:

- Client - is the local area booking the testing. This is a name identifier that eSafe will use to store your areas records,
- Job details - will be the building name that can include a floor level number,
- Location – will be the room or workstation number.

The asset description is a free text description, so if there are particular description terms or items you want to track, you need to organise this with the technician before he commences. The report can be supplied in Excel or PDF format.

HSW	Electrical Safety Management	Effective Date:	13 July 2021	Version 1.1
Authorised by	Director, HSW	Review Date:	As required	Page 3 of 4
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

Test and Tag - Concise Test Report

CLIENT	JOB DETAILS	SUMMARY
Site University of Adelaide Labs North Terrace Campus - Benham Building	Site - Code Name J-BENHAM-BLD-00001 21st Jun 2021 - 25th Jun 2021	1497 Tests 1 Failures

102 Location 18 / 18 Tests Passed

ASSET ID	ASSET	TECHNICIAN	DATE	RETEST PERIOD	NEXT TEST	RESULT
T12S-518997	Charger	Darren White	25th Jun 2021	12 months	25th Jun 2022	Pass
T12S-518998	Light	Darren White	25th Jun 2021	12 months	25th Jun 2022	Pass
T12S-518999	AIR CON	Darren White	25th Jun 2021	12 months	25th Jun 2022	Pass
T12S-519000	Laptop PSU	Darren White	25th Jun 2021	12 months	25th Jun 2022	Pass
T12S-519001	Iec Lead	Darren White	25th Jun 2021	12 months	25th Jun 2022	Pass
T12S-519002	Powerboard	Darren White	25th Jun 2021	12 months	25th Jun 2022	Pass
T12S-519003	Iec Lead	Darren White	25th Jun 2021	12 months	25th Jun 2022	Pass
T12S-519004	Laptop PSU	Darren White	25th Jun 2021	12 months	25th Jun 2022	Pass
T60S-614479	Iec Lead	Darren White	25th Jun 2021	60 months	25th Jun 2026	Pass
T60S-614480	Iec Lead	Darren White	25th Jun 2021	60 months	25th Jun 2026	Pass
T60S-614481	Iec Lead	Darren White	25th Jun 2021	60 months	25th Jun 2026	Pass
T60S-614482	Laptop PSU	Darren White	25th Jun 2021	60 months	25th Jun 2026	Pass
T60S-614483	Iec Lead	Darren White	25th Jun 2021	60 months	25th Jun 2026	Pass
T60S-614484	Computer	Darren White	25th Jun 2021	60 months	25th Jun 2026	Pass
T60S-614485	Monitor	Darren White	25th Jun 2021	60 months	25th Jun 2026	Pass
T60S-614486	Monitor	Darren White	25th Jun 2021	60 months	25th Jun 2026	Pass
T60S-614487	Monitor	Darren White	25th Jun 2021	60 months	25th Jun 2026	Pass
T60S-614488	Iec Lead	Darren White	25th Jun 2021	60 months	25th Jun 2026	Pass

FINAL STEP – recording actions taken on failed items

A description of the actions taken on failed items (if any) needs to be recorded. These can be simply noted on the eSafe report (either by hand and then scanned or electronically). Remember the usual choices in these instances are to have the items repaired or organise their disposal. The local contact should then report these as a safety issue in UniSafe and upload the appropriate information to record this in the HSW system. It is advised these be reported as follows:

UniSafe notification question	Suggestion or guidance on what to report
What happened?	Write “Electrical testing and tagging by eSafe identified failed items that were tagged out”
Where did it happen?	List the area (School/Branch) where failed items were identified.
Photo’s	Upload a copy of the eSafe report identifying the failed items and the action noted/taken.
Which area do you think needs to respond to this report?	If your area is not in a Faculty or Infrastructure, then choose “other”.
Describe the actions taken immediately after the incident occurred?	Write “Failed items tagged out and actions noted in uploaded reports”.