



WHS Test and Tagging Policy & Procedure

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VERSION CONTROL

Table 1: Version Control

Version	Date	Author	Approval	Comments
0.1	1 May 23	Guy Peterson	James Hyndes	Initial Draft
1.0	5 May 23	Guy Peterson	James Hyndes	First Release

1.0 POLICY

1.1 PURPOSE

The purpose of this policy is to ensure that all electrical equipment at the motel is safe and compliant with the Australian Work Health and Safety Act 2011. This policy aims to promote a safe and healthy workplace by reducing the risk of electrical hazards and ensuring that all electrical equipment is regularly tested and tagged.

1.2 SCOPE

This Policy applies to all Redhill Hospitality business operations identified in Table 2 below.

Table 2: Redhill Hospitality Properties

Motel Name	Entity Name	ABN	Address
Boulevard Motor Inn	RRAF2 MILDURA PTY LTD	74 652 768 217	385 Deakin Ave Mildura 3500
Crest Motor Inn	The Trustee for Redhill Hospitality Unit Trust	61 102 953 809	60 Crawford Street Queanbeyan 2620
John Hunter Motel	RRAF JH PTY LTD	35 646 161 239	91 Maitland St Muswellbrook 2333
Peninsula Nelson Bay Motel & Serviced Apartments	RRAF NBP PTY LTD	57 638 570 466	52 Shoal Bay Road Nelson Bay 2315
Redhill Cooma Motor Inn	REDHILL COOMA PTY LTD	15 624 995 946	35 Sharp Street Cooma 2630
Redhill Tamworth Motor Inn & Conference Centre	REDHILL TAMWORTH PTY LTD	27 633 786 919	236 Goonoo Goonoo Rd, South Tamworth NSW 2340
Centrepont Motor Inn	Rraf2 Rocky Pty Ltd	86 657 725 098	35 Sharp Street Cooma 2630
Seagulls Resort	RRAF2 TOWNS PTY LTD	87 656 987 209	74 The Esplanade Belgian Gardens, Townsville, 4810
The Henry Parkes Motel Tenterfield	REDHILL TENTERFIELD PTY LTD	88 661 440 928	144 Rouse Street, Tenterfield, 2372
The Oxley Motel Dubbo	RRAF2 DUBBO PTY LTD	91 652 546 337	79-85 Cobra Street Dubbo 2830

1.3 POLICY STATEMENT(S):

Redhill Hospitality is committed to ensuring that all electrical equipment used in the workplace is safe and compliant with the Australian Work Health and Safety Act 2011. We

recognise that regular testing and tagging of electrical equipment is essential for identifying potential electrical hazards and preventing accidents and injuries.

The motel will ensure compliance with this policy by:

1. Ensuring that all electrical equipment is regularly tested and tagged in accordance with the relevant Australian Standards.
2. Ensuring that all electrical equipment is visually inspected for damage, wear and tear, and any signs of potential electrical hazards, such as frayed cords or exposed wires.
3. Ensuring that all testing and tagging is conducted by qualified and competent personnel, such as licensed electricians or certified testing and tagging technicians.
4. Ensuring that all test and tag records are accurately maintained and readily available for inspection by regulatory authorities, workers, and contractors.
5. Ensuring that all new electrical equipment is tested and tagged before being used in the workplace.
6. Ensuring that any electrical equipment that fails testing and tagging is immediately removed from use and either repaired or disposed of in a safe and environmentally responsible manner.
7. Providing workers and contractors with training and information on the proper use and maintenance of electrical equipment, and the importance of test and tagging in promoting a safe and healthy workplace.

1.4 RESPONSIBILITIES:

- 1) All workers and contractors have a responsibility to report any damage or potential hazards associated with electrical equipment to their supervisor or manager.
- 2) General Managers have a responsibility to:
 - a) Ensure that all electrical equipment is regularly tested and tagged.
 - b) Ensure that all test and tag records are maintained and readily available for inspection.
 - c) Ensure compliance with this Policy and Procedure
 - d) Report any violations of this policy by submitting a 'Workplace Incident Report' through Redhill Hospitality Hub.

1.5 REVIEW AND EVALUATION:

This policy will be reviewed and evaluated on a regular basis, to ensure ongoing effectiveness and compliance with legislative and regulatory requirements.

2.0 PROCEDURES

Each individual Motel identified in Table 2: Redhill Hospitality Properties is to follow the below procedures:

- Step 1: Identify all electrical equipment in use in the workplace.
- Step 2: Conduct a visual inspection of each piece of equipment for signs of damage, wear and tear, or any other potential electrical hazards.
- Step 3: Conduct electrical testing using appropriate testing equipment, in accordance with the relevant Australian Standards.
- Step 4: Tag each piece of equipment with a tag indicating the date of testing, the name of the tester, and the next scheduled test and tag date.
- Step 5: Record the testing and tagging information in the test and tag register.