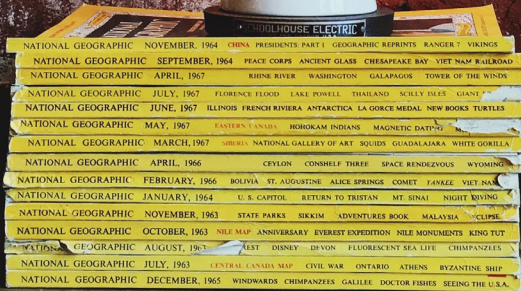


5 COMMON MISTAKES

BUSINESS OWNERS MAKE WITH THEIR TESTING AND TAGGING PROGRAM



INTRODUCTION

Nearly every modern workplace uses a range of electrical appliances. In many ways we are very dependent on them.

But electrical appliances are dangerous. They need to be tested and tagged and ticked off to pass your OH&S compliance obligations.

We are the business that comes in and does this for you.

For 9 years we have been working with business owners and safety professionals to set up and maintain fully compliant test and tag programs for their workplaces; from tradies on hot dusty sites with a handful of appliances to administration centres of some leading brand name companies with many thousands of appliances.

From this unique experience we know the common mistakes that get made with test and tag programs.

In this booklet we reveal what they are and what you can do instead to protect you, your business and your people.

MISTAKE 1

Doing Nothing



A necessary part of any OH&S program requires regular safety checking of the electrical appliances. The problem is, it takes time and effort to set up a test and tag program. So it stays on the “to do” list for another day. Having no program in place means you are relying on good luck rather than good management. Meanwhile, you and your business will have little if any protection if someone gets injured or killed from an electric shock.

WorkSafe and the courts will judge you on the degree of preventative maintenance or programs you have implemented.

DO THIS INSTEAD

Make it a priority to have a test and tag program in place.

Start by setting a realistic deadline. Involve your safety committee and assign the role of managing the roll-out to someone who understands the importance of the program. Otherwise, outsource it to an expert.



A survey of 100 randomly selected businesses we conducted revealed only 9% had any of their appliances tested and tagged... ever


Maintaining your program takes time and money. When times get busy, or cash flow is tight, it's easy to fall into the trap of having a program that's done in bits and pieces. Or worse, letting the program lapse. This can leave you and your business exposed.

Your program will only be effective and stand up to scrutiny if it is complete and up to date.

DO THIS INSTEAD

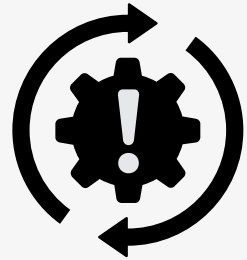
Build systems to maintain the momentum

Once you get your program running, keep it up to date by implementing easy to manage systems that ensure the retesting and reviews are always completed on time. This will also save you time and money by not having to start over again.

 About 20% of our clients use our services to keep their program up to date despite them having one or more trained technicians in their workforce

MISTAKE 2

Not keeping the program up to date



MISTAKE 3

No Paperwork



Establishing or maintaining a program can be difficult when a business is constantly busy. During these times the paperwork is often forgotten or left until another day.


Unfortunately, your program can be undermined or rendered non-compliant if the paperwork isn't complete and regularly updated.

DO THIS INSTEAD

Make sure your program includes all the appropriate paperwork.

Using electronic templates can help fast-track the set up stage. The paperwork can then be stored and maintained electronically ready for reviews and updates. Make sure it's easy to find for when it's needed, especially if requested by a WorkSafe Inspector.

Good paperwork is like good insurance – *it's only when you need to access it that you realise its true value.*

 Nearly every prospective client we visit has no policy document or risk assessment undertaken, even if they have a program in place


It can be tempting to apply long retest intervals in the belief it will save money on maintaining a program. The reality is this can be a very risky strategy.

It can unnecessarily increase your risk exposure and just one minor incident could end up costing you many times what you hoped to save.

DO THIS INSTEAD

Base your retest intervals on a proper risk assessment.

Maintaining the right intervals will help ensure the effectiveness of your program and provide you with solid protection

 Having appropriate retest intervals can also improve industrial relations as you are seen to be putting lives ahead of profits.

MISTAKE 4

Wrong retest intervals



MISTAKE 5

Outsourcing at the cheapest price



Outsourcing can be a cost effective solution, but, the cheapest price rarely delivers the best value.

Many operators, especially new and inexperienced ones, compete on price just to get the work. When they realise the job is not financially viable for them they either cut corners or are never heard from again. This can leave you exposed and under-protected without you realising it.

DO THIS INSTEAD

Use a contractor with a proven track record

Check their references. Ask what guarantees they can provide. Assess their ability to meet your real needs. The right contractor might cost a little more in the short term, but what price can you put on peace of mind and making sure you are protected.


➤ If you think it's expensive to hire a professional, wait until you hire an amateur – *Red Adaire*



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