



Burgmann College Electrical Safety - Test & Tag Guidelines

Key Points:

- It is a requirement that all electrical appliances in short and long-term accommodation be visually inspected and tested and tagged at appropriate intervals as stated below to comply with the Australian Standards (AS/NZS 3760:2022).
- All electrical appliances owned by Burgmann College are to be inspected, tested and tagged.
- Burgmann College Maintenance and Housekeeping staff are required to inspect Burgmann owned electrical equipment during routine inspections that occur quarterly.
- Burgmann College **strongly** recommends all residents undertake electrical testing and tagging of electrical items to give assurance on the safety of personal electrical equipment. Residents are **required** to visually inspect personal electrical equipment at regular intervals to look for signs of wear and tear during use.
- It is **mandatory** for a small bar fridge and portable evaporative cooler owned by a resident and used onsite to be tested and tagged.
- The College will not be held responsible for faulty non-compliant personal electrical items. Residents are liable for any damage caused by faulty non-compliant personal electrical equipment.

Test & Tag intervals:

- All Burgmann College owned electrical equipment that has a supply cord that is subject to flexing in normal use (Irons/Heaters) OR is open to abuse OR is in a hostile environment (Kitchenettes/Kitchen) should be tested and tagged **every 12 months**.
- All Burgmann College owned electrical equipment that has a supply cord that is **NOT** subject to flexing in normal use (Desktop Computers/TV/Fridges) and **NOT** open to abuse and is **NOT** in a hostile environment should be tested and tagged **every 5 years**.

Student Electrical Guidelines

- Burgmann College **strongly** recommends all residents undertake electrical testing and tagging of electrical items to give assurance on the safety of personal electrical equipment. Residents are **required** to visually inspect personal electrical equipment at regular intervals to look for signs of wear and tear during use. The College will not be held responsible for faulty non-compliant personal electrical items.

- The use of travel adaptors and multi-plug devices in a resident's room or anywhere in Burgmann College is permitted only when the adaptor or device is made to Australian Standards and bought in Australia. It is prohibited to use items that do not meet these Standards or are purchased outside of Australia.
- Double adaptors are not permitted onsite. Only power-boards with surge protection, bought in Australia and meeting Australian Standards may be used.
- An item not meeting these Standards increases the chance of causing a fire alarm, which will trigger an automatic fire alarm fine and/or causing damage which may incur additional costs for any maintenance fees (Resident Contract: Consequences of Misbehaviour and/or Misconduct).
- If during a routine inspection by Burgmann College staff, personal electrical items are found that do not meet Australian Standards or College requirements, it will be confiscated and returned when the resident vacates. The resident may also incur a fine.
- For fire safety and electrical loading limitation, residents are **not permitted to cook in bedrooms.**
- Homer & Barassi residents have access to a Kitchenette which contains the following College Electrical equipment: fridge, toaster, electric kettle, sandwich maker and microwave. **Residents are permitted to use a popcorn maker in the kitchenette** only if it is compliant to Australian Standards and regularly inspected by residents for wear and tear.
- Please note that **personal air fryers are not permitted** to be used in undergraduate accommodation or kitchenettes. Burgmann College reserves the right to use a College owned air fryer in the Le Chat Café/lounge.
- Residents **are permitted** to have personal electrical equipment in their **accommodation** if they are compliant to Australian Standards and are regularly inspected by residents for wear and tear. Please refer to Table A as a guide and check with the Manager of Residential Services should you need more information.

Exclusions

- Within the College site boundaries there are contracted areas where private entities (Fellows/Staff/Visitors) own and or/maintain their own portable electrical appliances. These entities are exempt from this procedure (however compliance with the WHS Act and Regulations 2011 or its latest revision is required):
 - All privately owned electrical appliances in short-term accommodation facilities;
 - All privately owned electrical appliances in long-term accommodation; and
 - Self-contained houses or units.
 - This requirement does not apply to residents using their own electrical appliances in a study space, common room or other general space as the College does not have management or control of those activities.

Guide for Personal Electrical Items Allowed at Burgmann College

All Burgmann Bedrooms

Allowed	Small Bar Fridge*, surge protected power boards, diffuser with automatic cut off, gaming console, small television, water kettle with automatic cut off switch, small portable coffee machine, hair stylers, small portable fan, electric razor, record/CD player, electric tooth brush, portable garment steamer, small portable vacuum cleaner (supplied each UG floor), portable evaporative cooler*
Prohibited	Toaster, microwave, popcorn machine, sandwich maker, blender, Iron (supplied each UG floor), air fryer, double adapter, electric blanket, portable heater, portable air conditioner

Undergraduate Kitchenette

Allowed	Fridge* (supplied), water kettle with automatic cut off switch (supplied), toaster (supplied), microwave (supplied), sandwich maker (supplied), popcorn machine
Prohibited	Surge protected power boards, diffuser with automatic cut off, gaming console, small television, small portable coffee machine, hair stylers, small portable fan, electric razor, record/CD player, electric tooth brush, portable garment steamer, small portable vacuum cleaner, portable evaporative cooler, blender, iron, air fryer, double adapter, electric blanket, portable heater, portable air conditioner

Mortlock Lounge/Kitchen

Allowed	Fridge* (supplied), surge protected power boards, diffuser with automatic cut off, gaming console, small television, water kettle with automatic cut off switch (supplied), small portable coffee machine, small portable fan, portable garment steamer, small portable vacuum cleaner (supplied), toaster (supplied), rice cooker, microwave (supplied), popcorn machine, sandwich maker (supplied), blender, iron (supplied)
Prohibited	Hair stylers, electric razor, record/CD player, electric tooth brush, portable evaporative cooler, air fryer, double adapter, electric blanket, portable heater, portable air conditioner

*These need to be tested and tagged

Village Lounge/Kitchen

Allowed

Fridge* (supplied), surge protected power boards, diffuser with automatic cut off, gaming console, small television, water kettle with automatic cut off switch (supplied), small portable coffee machine, small portable fan, portable garment steamer, small portable vacuum cleaner (supplied each block), toaster (supplied), rice cooker, microwave (supplied), popcorn machine, sandwich maker, blender, iron (supplied), air fryer*

Prohibited

Hair stylers, electric razor, record/CD player, electric tooth brush, portable evaporative cooler, double adapter, electric blanket, portable heater, portable air conditioner

*These need to be tested and tagged

Note: It is prohibited to use items that do not meet Australian Standards or are purchased outside of Australia.

Check with our Manager of Residential Services regarding any items not on this list.
