

**PERTH DIOCESAN TRUSTEES  
and DIOCESAN COUNCIL  
POLICY 2.3**



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## **HAZARD – ELECTRICAL GOODS (SECOND-HAND)**

Approved by:

The Perth Diocesan Trustees

Diocesan Council

Review Due:

20 April 2017

6 April 2017

6 April 2020

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### **PREAMBLE**

The Diocese is committed to assisting Parishes deal with second-hand electrical goods as they meet their consumer law, insurance and health and safety obligations.

This Policy is to be read in conjunction with Hazard – Electrical Goods (General).

### **RESPONSIBILITIES**

#### **Role of individuals**

All individuals are encouraged to have a high level of diligence in this matter.

- At no time, or under any circumstance, are church workers to accept second-hand electrical goods for resale nor are any existing second-hand electrical goods to be sold.
- Any church worker can use or lend any second-hand electrical item that is in good condition and has current, appropriate testing and certification, commonly known as tagging and testing (signed off on as complying with applicable legislation, regulations or standards by an appropriately qualified person).

#### **Role of clergy and wardens**

- The most senior person for the site is to enforce this Policy.
- Any second-hand electrical goods donated for on-sale must be handed back to the person donating the item/s if possible. If this is impractical the cords are to be cut, and the item/s are to be disposed of immediately in a manner that does not allow for repairs to take place.
- Prior to the use or loan of second-hand electrical goods, the most senior person for the site is to ensure the items are in good condition and have been appropriately tested and certified, commonly known as tagging and testing (signed off on as complying with applicable legislation, regulations or standards by an appropriately qualified person); and
- Items that are waiting to be tested and certified are to be clearly labeled as set out below

**'DO NOT USE** under any circumstance until this item has been inspected and cleared for use by an appropriately qualified person, commonly known as tagging and testing (signed off on as complying with applicable legislation, regulations or standards).

Please contact the Parish clergy or warden for further information'

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## **Role of Diocese management**

To assist Parishes to meet their obligations the Diocese is responsible for:

- Providing resourcing
- Policies and Procedures
- Meeting the obligations of a legal and/or insurance nature; and
- Providing training and instructions on request.