

Subject: All Staff: Personal Electrical Items (Reminder) [SEC=UNCLASSIFIED]
Date: Thursday, 20 March 2014 2:56:15 PM

From: Site Leader - Perth
Sent: Wednesday, 26 February 2014 10:40 AM
Subject: All Staff: Personal Electrical Items (Reminder) [SEC=UNCLASSIFIED]

ATO PERTH SITE LEADERSHIP

26
February
2014

TO: All Perth Staff
SUBJECT: Personal Electrical Items (Reminder)

The ATO is committed to ensuring that everyone works in a safe and healthy workplace. For that reason Facilities Management (FMS) are conducting an audit and a creating a new personal equipment register on all personal electrical items used in the office.

All electrical items that staff are currently using or intend to bring into the office must be approved by their managers, ensure testing and tagging are current and then presented to Facilities Management for inspection and registration prior to being used in the office. These items include but are not limited to:

- mobile phone chargers
- personal fans
- coffee machines
- sandwich presses
- radios.

All toasters, toaster ovens, woks, frypans, crockpots, slow cookers and heaters are not permitted in the office.

To assist FMS with this audit, can staff take their electrical item/s for inspection and registration from **04/03/2014 to 21/03/2014** between the hours of **9.00am to 11.00am** and again from **1.00pm to 3.00pm**, Monday to Friday. FMS is located on the ground floor near pillar E12.

In the week commencing **31/03/2014**, FMS will perform an inspection of the Perth site to ascertain whether all personal electrical items have been presented to FMS. FMS will conduct regular audits of electrical appliances being used by ATO staff. If FMS locate any items that have not been tested and tagged within the two year period, the staff member will be requested to remove the item until such time it has been tested and tagged.

Testing and tagging requirements for your item/s

- New items will need to be accompanied by a receipt or proof of purchase.

- If a proof of purchase can't be provided, then items will need to be tested and tagged at the owner's expense.
- All staff are responsible for ensuring that their personal electrical item/s are tested and tagged in accordance with Australian Standard - AS/NZS 3760:2010.
- The interval between tests should not exceed two years.
- Each time the item is tested and tagged it will need to be presented to FMS for inspection and re-registration.
- Approved item/s will be labelled and added to the FMS personal equipment register and staff will be permitted to use the item/s in the Perth site.
- If the item/s do not meet these requirements, then FMS will advise staff that the item/s are not to be used and item/s will need to be removed from site. This information will also be reflected on the FMS personal equipment register.

FAQs

- **Can I use a USB charger or USB fan?** The connection of unauthorised or unapproved devices to IT equipment, including connections via serial, parallel, firewire, wireless and USB, is deemed as improper use of IT Facilities.
- **Can I bring in a toaster?** No. A toaster and open element cooking appliances present a potential fire risk and would be in breach our lease agreement. Our lease agreement does not allow for any cooking on site.
- **Can I use a coffee machine at my desk?** No. Coffee machines can only be placed in a homeroom or kitchen. The coffee machine should be kept clean and turned off at the end of each day.
- **If my fan disturbs someone sitting near me, what will happen?** Staff should be considerate of others when using their desk fan. Enquiries should be directed to your immediate manager.
- **Can I bring in a stereo?** Again, staff should be considerate of others when using a stereo. Enquiries should be directed to your immediate manager.

All enquiries should be emailed to Facilities Management:
XXXXXXXXXXXXXXXXXXXX@XXX.XXX.XX

Facilities Management

This document is intended for internal use within the Tax Office, and must not be disseminated outside the Tax Office without the permission of the author.