MEMORANDUM

TO: Faculty Executive Managers (HASS, Medicine, HABS, FoS, EAIT, BEL)
   Director Queensland Brain Institute
   Director Institute for Molecular Bioscience
   Director Australian Institute for Bioengineering and Nanotechnology
   Director Sustainable Minerals Institute
   Director Property and Facilities Division

FROM: Jim Carmichael, Director Occupational Health and Safety Division

DATE: 07 December 2017

Re: Renewal of electrical contractor’s licence

Introduction
This memo seeks information to allow UQ to accurately renew its electrical contractor licence. The information below provides organisational units with guidance for determining whether an electrical contractor licence is required, and outlines a course of action if criteria for a licence is met.

Background
UQ applied for and was granted a full electrical contractor licence on the 26 January 2016. This licence is required to be renewed on an annual basis and is now due for renewal once again. It is necessary to determine if the requirement to hold a licence still exists for any UQ organisational units and if so, identify any qualified technical persons to be nominated on the licence renewal application.

An electrical contractor licence is required if certain criteria are met, and is issued by the Electrical Safety Office. An electrical contractor licence is required by UQ, as an entity conducting a business or undertaking, if the following legislative criteria apply:

“a person conducts a business or undertaking that includes the performance of electrical work if the person –
   a) advertises, notifies or states that, or advertises, notifies or makes a statement to the effect that, the person carries on the business of performing electrical work; or
   b) contracts for the performance of electrical work, other than under a contract of employment; or
   c) represents to the public that the person is willing to perform electrical work; or
   d) employs a worker to perform electrical work, other than for the person.”1

1 Electrical Safety Act 2002 section 56.
In essence, if parts of UQ are conducting electrical work for entities other than UQ, then an electrical contractor licence is required. This is not common across UQ, but it was identified that this occurred with one or two business units.

The requirement to hold an electrical contractor licence is not determined by the type of electrical work that is performed (e.g. installation, repairs or equipment work), but whether or not the work is performed for another person or entity (other than UQ).

What do you need to do?
Note, it will be assumed that existing qualified technical persons still have a requirement to be linked to the UQ electrical contractor licence, and only need to respond if there has been a change to this requirement.

As a first step, we request that you determine whether your organisational unit conducts electrical work for people or entities, other than UQ. Notify the OHS Division of the outcome by completing and returning the attached form (attachment 1).

The OHS Division will work with your nominated officer to assist in acquiring the appropriate licence with reference to the pre-requisites outlined in attachment 1. The prerequisites include nomination of a qualified technical person. A qualified technical person will need to be nominated from the local work area.

Failure to have all workers conducting electrical work for people or entities, other than UQ nominated as qualified technical officers and linked to the UQ electrical contractor licence would result in risk exposure to the University and would constitute an offence under the Electrical Safety Act 2002.

Summary
We seek your determination as to whether your organisational unit conducts electrical work for people or entities, other than UQ. Where this is the case, you are requested to provide the OHS Division with written confirmation and nomination of a local contact officer by completing Attachment 1. The OHS Division can then assist your organisational unit to ensure your local qualified technical person is linked to the UQ electrical contractor licence.

Please fill in the attached form and return to the OHS Division at ohs@uq.edu.au by cob Friday 22 December 2017.

If you have any queries regarding this issue please do not hesitate to contact Jay Cox on 3346 9174 or Jim Carmichael on 07 33652563.