



# VOLUNTEER POSITION DESCRIPTION

## TESTING AND TAGGING OFFICER

### IS THIS YOU?

- Want a combined physical & administrative role
- Looking for periodic volunteering shifts that you can fit into your other commitments
- Enjoy working with appliances and technical information
- A stickler for accurate record keeping

### WHAT'S IN IT FOR ME?

- Sponsored to complete relevant study
- Work that takes you across all of THH sites
- Flexible shifts with loads of interaction
- Qualification UEENEEP026A: Conduct in service safety testing of electrical cord connected equipment and cord assemblies

### WHAT WILL I BE DOING?

- Using equipment to test and tag electronic appliances
- Logging results and items in a journal
- Working with THH site managers
- Working with OHS Officer to ensure regular testing of all THH equipment

### IMPORTANT DETAILS

- Reporting to the OHS Coordinator at Hoddle Street
- Shifts will be based on demand & your availability
- This role may involve updating your qualification
- Working in a small team to share the work load
- This role requires a high level of commitment




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### Program Overview

Participating in the Testing and Tagging initiative involves carefully examining and assessing operational electrical equipment to ensure personal safety. This essential process serves the dual purpose of protecting lives and reducing the likelihood of prolonged insurance claims in the event of unexpected tragedies. Volunteering for this crucial responsibility with Thorne Harbour is not only praiseworthy but also offers the chance to explore diverse locations and foster connections with the dedicated Thorne Harbour staff.

It's worth emphasizing that the scope of testing and tagging isn't limited to significant machinery; it also includes the thorough assessment of electrical cords and leads associated with portable amusement devices. This comprehensive evaluation, inclusive of safety switches (RCDs), must be carried out by a competent individual at least once every 12 months. Adhering to this regular schedule ensures the maintenance of the highest standards of electrical safety, 

### Additional Information

We welcome candidates with a keen interest in electrical safety, as prior expertise is not mandatory. We offer training for individuals who show interest and suitability for the role. A detail-oriented approach to assessing electrical equipment, a commitment to safety, and effective communication skills are essential. We value reliability, accountability, and flexibility, along with a collaborative mindset for seamless teamwork. Knowledge of portable device testing and a willingness to learn safety switch (RCD) assessments are appreciated. Above all, we seek someone enthusiastic about community service, eager to contribute to safety and well-being through volunteering with Thorne Harbour.