

INSTRUCTION 9

ELECTRICAL SAFETY

References:

- A. Health and Safety at Work Act 1974.
- B. The Electricity at Work Regulations (as amended).
- C. The Provision of Work Equipment Regulations (as amended).
- D. IEE Wiring Regulations (as amended).

Introduction

9.1 Of all the hazards encountered by personnel employed within the Councils, the greatest threat to life is arguably that from electricity and its various sources.

Responsibilities

9.2 The Assistant Surveyors in Property Services are to ensure so far as reasonably practicable that all electrical tools, test equipment and portable electrical appliances used within the work place are given a Portable Appliance Test (PAT).

9.3 Managers and supervisors are responsible for ensuring that all electrical equipment within their areas are maintained and tested and only used for its intended purpose.

9.4 Managers, supervisors and employees are to ensure that no electrical equipment is to be brought into the work place or used on Council property unless it has been inspected and recorded on the electrical appliance register.

9.5 Employees are to ensure that they check prior to using any electrical piece of equipment that the equipment is not damaged and has been electrically safety inspected by a competent person. Faults are to be brought to the immediate attention of the manager/supervisor.

9.6 Any items that are faulty or suspected of being faulty are to be clearly marked as such and quarantined until such times as they can be repaired. Unauthorised diagnosis or repair of any piece of electrical equipment by untrained employees/persons is forbidden.

Visitors and contractors

9.7 Employees who are responsible for visitors and contractors are to ensure electrical equipment brought onto Council property by the visitor/contractor has been portable appliance tested and records are available to verify this fact.

Maintenance of Electrical Systems

9.8 It is the policy of the Councils that all work on or near exposed live conductors is not to be accepted, no matter what the voltage.

9.9 If this is not possible then a competent person is to be satisfied that a safe system of work is in force, which will reduce the risk of electrocution. This will most certainly involve the use of Personal Protective Equipment (PPE).

Inspections

9.10 All inspections are to be recorded on both the appliance itself and the Councils' electrical appliance register (held by the Assistant Surveyors), and the test must only be conducted by competent person.

9.11 Inspections must be conducted as per manufacturer's instructions and as directed in References B - D.

Inspections Home Workers

9.12 If you are a home worker you will have power adapters for either a laptop or router, you must check your adaptor/s has a current safety sticker stating that the equipment was tested less than 12 months ago. If it does not, you must arrange a portable appliance test through Property Services immediately.

9.13 As a home worker you will be required to bring in any adaptors for inspection during the annual testing period, this will be publicised well in advance to allow for leave/course.

Protection

9.14 All employees are to be encouraged whenever possible to use a total protection system such as a Residual Current Detector (RCD), if deemed necessary, where no protection circuit is an integral part of an equipment or appliance. The need for these devices should be established and a safe system of work procedure issued where applicable.

9.15 Equipment that is used in an outside environment must have its voltage stepped down through a converter to 110 volts.