

# ***SAFETY PROCEDURE***

## **HEALTH AND SAFETY MANAGEMENT PROCEDURE FOR ELECTRICAL SAFETY**

# TABLE OF CONTENTS

<b>1. APPROVAL</b> .....	<b>3</b>
<b>2. PURPOSE</b> .....	<b>4</b>
<b>3. SCOPE</b> .....	<b>4</b>
<b>4. TERMS AND DEFINITIONS</b> .....	<b>4</b>
<b>5. ROLES AND RESPONSIBILITIES</b> .....	<b>5</b>
<b>6. PROCEDURES</b> .....	<b>6</b>
6.1. Electrical Work.....	6
6.2. Licensing .....	7
6.3. Inspection and Testing of Electrical Equipment .....	8
6.4. Electrical Equipment Register .....	8
6.5. Working Near Overhead or Underground Electrical Lines .....	9
6.6. Safety Observer.....	9
6.7. Contact with Electrical Assets.....	9
6.8. Electrical Installations.....	10
6.9. Cord Extension Sets and Flexible Cables .....	10
6.10. Electrical Shock Response.....	10
6.11. Use of Portable Electrical Equipment .....	11
6.12. Electrical Isolations .....	11
6.13. Electrical Equipment in Hazardous Areas .....	11
6.14. Use of Electrically Conductive Ladders .....	12
6.15. Insulating Covers and Mats.....	12
6.16. Performing Live Work .....	12
6.17. PPE for Live Work .....	12
<b>7. RELATED PROCEDURES, FORMS AND DOCUMENTS</b> .....	<b>13</b>
<b>8. REVIEW CRITERIA</b> .....	<b>13</b>
<b>9. RECORD MANAGEMENT</b> .....	<b>13</b>
<b>10. REFERENCES</b> .....	<b>13</b>

# 1. APPROVAL

Document Control			
<b>Document:</b>	HS-MP-13 – Electrical Safety		
<b>Version:</b>	1.0		
<b>Released:</b>	Insert Date		
<b>Review Date:</b>	+ 1 year		
<b>Prepared By:</b>	Insert Person	<b>Position:</b>	Insert Position
<b>Reviewed By:</b>	Insert Person	<b>Position:</b>	Insert Position
<b>Approved By:</b>	Insert Person	<b>Position:</b>	Insert Position
This procedure is reviewed to ensure its continuing relevance to the circumstances and processes that it describes. A record of contextual additions or omissions is given below.			
Amendment Record			
Version	Date	Context	Summary of Amendments
1.0	Insert Date	To manage risks associated with electrical safety associated with the city.	Original
The latest revision of this procedure is on the <b>Insert Your Company</b> intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.			
<b>Document Title:</b>	Electrical Safety		<b>Rev:</b> 1.0
<b>Uncontrolled Copy:</b>	<input checked="" type="checkbox"/>	<b>Controlled Copy:</b>	<input checked="" type="checkbox"/> <b>Date:</b> Insert Date

## 2. PURPOSE

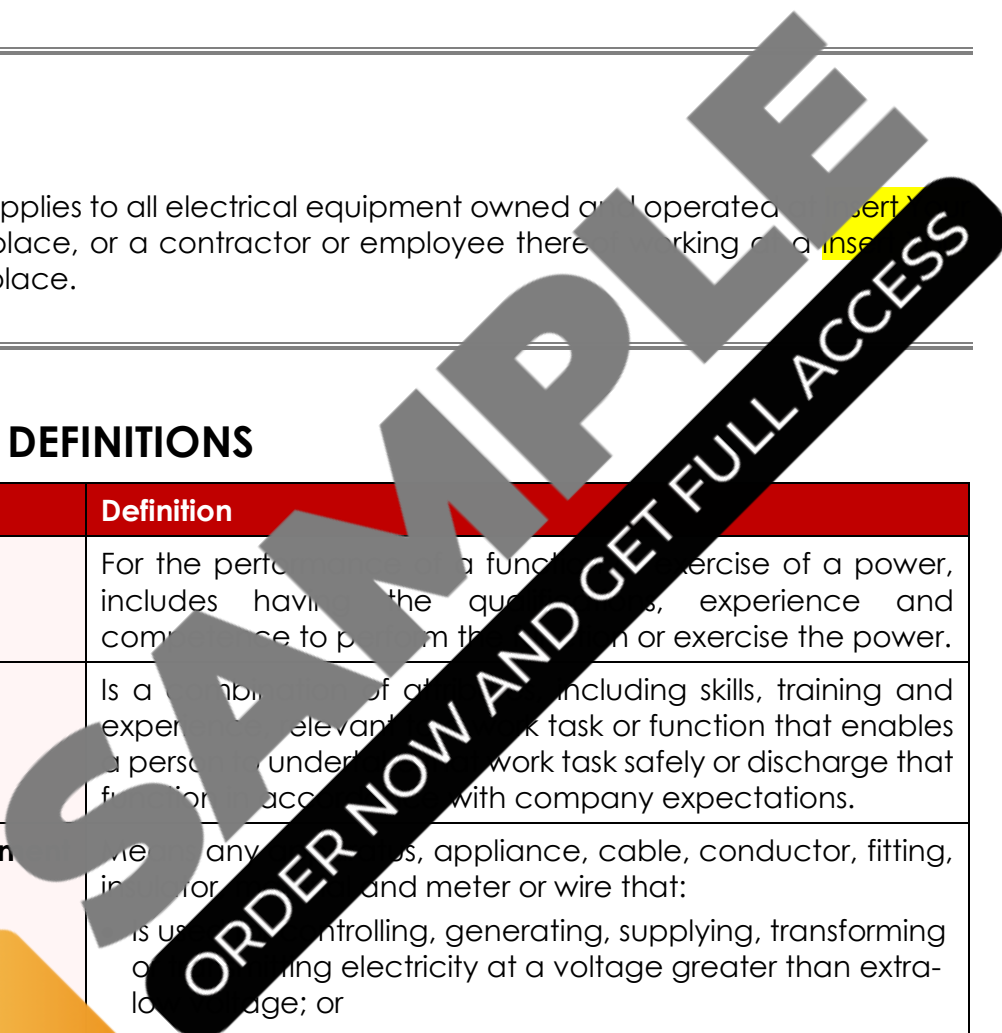
The purpose of this procedure is to ensure that the requirements for the conduct of electrical work and the electrical inspection and testing of electrical equipment are in place to minimize risks to health and safety and to meet mandatory legislative requirements.

## 3. SCOPE

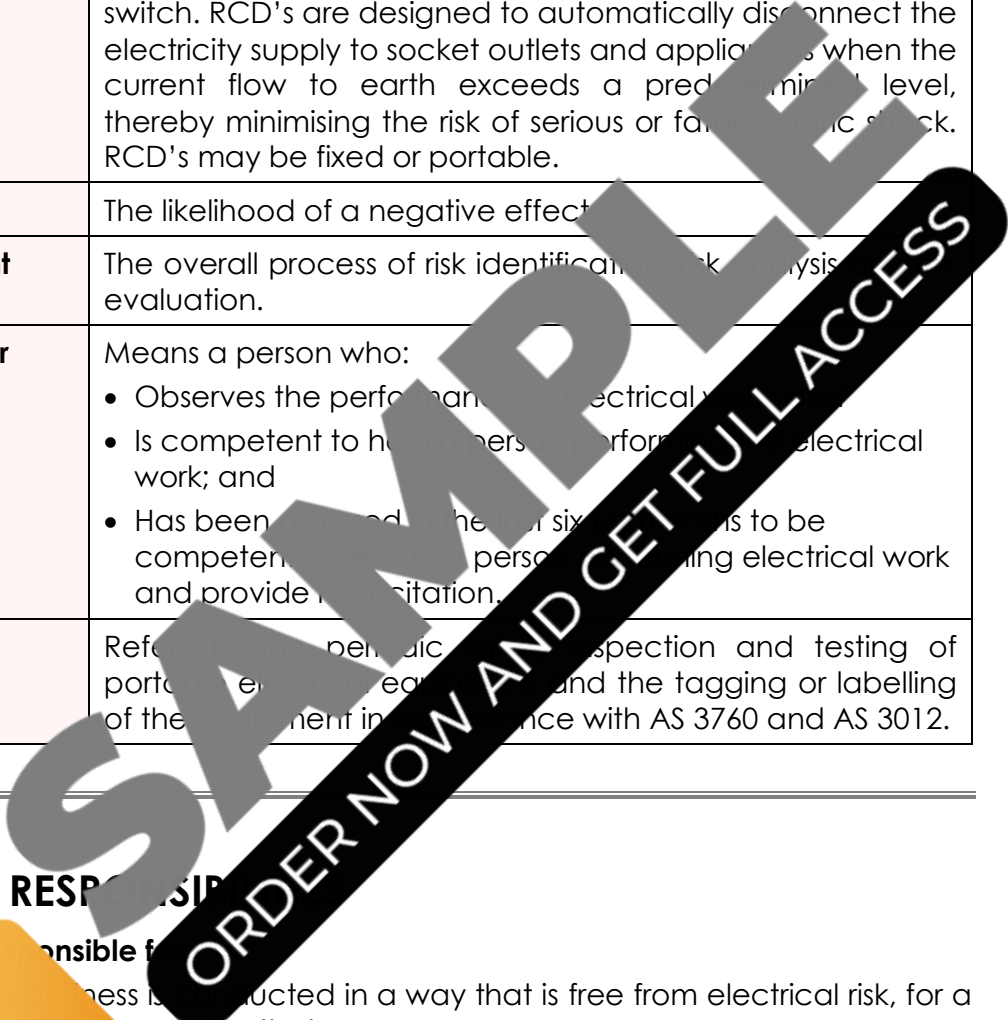
This procedure applies to all electrical equipment owned and operated by **Insert Your Company** workplace, or a contractor or employee there working on a **Insert Your Company** workplace.

## 4. TERMS AND DEFINITIONS

Term	Definition
<b>Appropriately Qualified</b>	For the performance of a function that requires the exercise of a power, includes having the qualifications, experience and competence to perform that function or exercise the power.
<b>Competent</b>	Is a combination of attributes including skills, training and experience relevant to a work task or function that enables a person to undertake that work task safely or discharge that function in accordance with company expectations.
<b>Electrical Equipment</b>	<p>Means any of the following: appliance, cable, conductor, fitting, insulator, instrument and meter or wire that:</p> <ul style="list-style-type: none"> <li>Is used in controlling, generating, supplying, transforming or transmitting electricity at a voltage greater than extra-low voltage; or</li> <li>Is operated by electricity at a voltage greater than extra-low voltage; or</li> <li>Is part of an electrical installation located in an area in which the atmosphere presents a risk to health and safety from fire or explosion; or</li> <li>Is, or is part of, a cathodic protection system.</li> </ul>
<b>Electrical Work</b>	<p>Means:</p> <ul style="list-style-type: none"> <li>Connecting electricity supply wiring to electrical equipment or disconnecting electricity supply wiring from electrical equipment; or</li> <li>Manufacturing, constructing, installing, removing, adding, testing, replacing, repairing, altering or maintaining electrical equipment or an electrical installation.</li> </ul>



Term	Definition
<b>Live Work</b>	Means electrical work performed in circumstances in which some or all of the electrical equipment that is the subject of the electrical work is energised.
<b>RCD's</b>	Are residual current devices, commonly known as a safety switch. RCD's are designed to automatically disconnect the electricity supply to socket outlets and appliances when the current flow to earth exceeds a predetermined level, thereby minimising the risk of serious or fatal electric shock. RCD's may be fixed or portable.
<b>Risk</b>	The likelihood of a negative effect.
<b>Risk Assessment</b>	The overall process of risk identification, risk analysis and risk evaluation.
<b>Safety Observer</b>	Means a person who: <ul style="list-style-type: none"> <li>• Observes the performance of electrical work;</li> <li>• Is competent to help others perform electrical work; and</li> <li>• Has been trained for a minimum of six months to be competent to supervise persons performing electrical work and provide instruction.</li> </ul>
<b>Test and Tag</b>	Refers to the periodic inspection and testing of portable electrical equipment and the tagging or labelling of the equipment in accordance with AS 3760 and AS 3012.



## 5. DUTY AND RESPONSIBILITIES

### Managers are responsible for:

- Ensuring that all electrical work is conducted in a way that is free from electrical risk, for a person or property, meaning that:
  - The electrical risk to the person or property has been eliminated, so far as is reasonably practicable; or
  - It is not reasonably practicable to eliminate electrical risk to the person or property and the electrical risk has been minimized as far as is reasonably practicable.
- Ensuring that electrical equipment used is free from electrical risk; this includes work with electrical equipment near to exposed parts and the persons performing the work.

### Supervisors are responsible for:

- Implementing this procedure in their area of responsibility and accountability.
- Ensuring the safety of those persons under their supervision.
- Ensuring that damaged electrical equipment and leads are immediately tagged as unsafe or repaired.