

# Electricity in the Workplace

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# Introduction

## **1.1 Context**

The risk to employees of injury from electrical shock and the risk of fire caused by faulty or improper use of electrical equipment should be taken seriously at all times. Serious harm and fatality could result from improper use of electrical items or from substandard electrical installs.

All electrical appliances and installations must comply with the Code of practice outlined in this policy.

## **1.2 Purpose**

The aim of this policy is to introduce employees and managers with a code of practice that will enable them to deal with electricity in the workplace safely.

## **1.3 Scope**

This policy is applicable to all managers within the company. The main points of this policy are included in the employee handbook.

# Procedure

## **2.1 Safe use of electrical equipment**

Use only electrical equipment which is:-

- (a) Well constructed and designed.
- (b) Installed to current standards.
- (c) Well maintained.
- (d) Protected against overloading.
- (e) Used so as to prevent danger.

## **2.2 Maintenance of electrics**

All electrical equipment must comply with the following:

- Adequate means must be available to switch off the electrical supply and to isolate all electrical equipment.
- All switches and isolators referred to above are suitably located, readily accessible and clearly marked to indicate the on and off positions unless these are otherwise self-evident.
- No work is carried out on electrical equipment which is live. All equipment must be disconnected and isolated before any work commences on it.
- No work commences on electrical equipment unless there is adequate working space, adequate means of access and egress and adequate lighting.
- No person is permitted to carry out any work on electrical installations unless they are experienced and qualified to do so and have been approved by the company as an authorised contractor.
- Temporary cables where they are absolutely essential are so sited as to avoid obstruction to people or plants.
- Temporary cables must be suitable for the duty and loading expected and they must be adequately covered against traffic.

### **2.3 Preventative maintenance**

Your maintenance company provide a range of preventative maintenance services which are carried out to ensure all electrical appliances and installations are in safe and adequate working order. These checks include:

Portable Appliance Testing- Annually

Electrical Certification of the Premises – 5 Years

Bulb Replacement Visits – 2 per Year

All reactive and emergency electrical issues must be processed through your maintenance helpline or website.

### **2.4 Additional support**

Additional support for managers and employees is available through the following:

- Business Manager
- Retail Operations Coordinator
- Maintenance Helpline 01-2924472