

HEALTH & SAFETY NOTICE



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ELECTRICAL SAFETY

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ELECTRICAL SAFETY

INTRODUCTION

1. The Electricity at Works Regulations 1989 came into force on 1 April 1990. Under these Regulations, the principles of electrical safety must be applied to all places of work at all voltages with no exceptions.
2. This Notice is intended to implement those regulations as expanded by the Memorandum of Guidance on the Electricity at Work Regulations 1989 issued by the Health & Safety Executive. Nothing in this Notice should be read as contradicting any requirement or provision of the Regulations or Memorandum. Further explanation and guidance is contained within the Health & Safety Executive Guidance note, Electrical Safety in the Workplace.
3. Where any member of staff is unsure of the nature of their responsibilities arising from the Regulations, the Memorandum or this Notice, or how to fulfil them, advice should be obtained from the Managing Director.
4. Portable electrical equipment is defined as that which is not permanently attached electrically so as to form part of a fixed electrical installation. It is connected to an electrical supply via a plug and flexible cable to a socket outlet.
5. Permanently installed electrical equipment is defined as all other electrical equipment.

RESPONSIBILITIES

6. The Managing Director is responsible for the overall implementation of this Health and Safety Policy. In particular he shall define and implement written systems that will ensure that Staff are fulfilling their responsibilities as set out in this Policy.
7. All Managers and Supervisors shall:
 - 7.1 ensure that a list of all electrical equipment within their site/department is prepared and maintained;
 - 7.2 assess the work of each member of staff in their site /department and ensure that they have received the necessary instruction and training in those aspects of electrical safety relevant to their work;
 - 7.3 ensure that the responsibilities of individual staff within their site for all

electrical safety are in line with their competence and training;

- 7.4 define and implement written systems that will ensure that all staff and students within the site are fulfilling their responsibilities as set out in this Policy;
- 7.5 in those areas where the Safety Officer considers that the nature of the work carried out has an above average degree of electrical hazard, appoint a competent member of staff with responsibility to oversee electrical safety. The scope of technical knowledge or experience for a competent person should include most of the following, in relation to the actual work carried out:-
 - 7.5.1 adequate knowledge of electrical work;
 - 7.5.2 adequate experience of electrical work;
 - 7.5.3 adequate understanding of the system to be worked on and practical experience of that class of system;
 - 7.5.4 understanding of the hazards that may arise during the work and the precautions that need to be taken;
 - 7.5.5 ability to recognise at all times whether it is safe for work to continue.
8. The Managing Director shall define and implement written systems that will ensure that all outside contractors are aware of and comply with the relevant parts of the Regulations, the Memorandum and this Policy.
9. Managers and Supervisors shall:-
 - 9.1 ensure that all permanently installed wiring and equipment is installed in accordance with and complies with the relevant provisions of the current IEE Regulations for Electrical Installations;
 - 9.2 define in writing and ensure that appropriate tests are carried out on all permanently installed electrical equipment, liaising with the appropriate person as necessary;
 - 9.3 ensure that all portable equipment listed by each department is tested in accordance with our policy HSN-33. Certain departments may have the necessary expertise to carry out these tests within their staff. In such situations they may agree in writing to accept the transfer of the responsibility for ensuring that such testing is carried out;
 - 9.4 produce an Annual Electrical Safety Report for the company.

10. Management shall ensure that all staff they teach are aware off and comply with the relevant parts of the Regulations, the Memorandum and this Policy.
11. Users shall:-
 - 11.1 check all electrical equipment and apparatus that they use for obvious signs of defect. Such items must not be used and must be reported to their supervisor immediately.
 - 11.2 report all personal electrical equipment to their supervisor who shall ensure that is included in the list of electrical apparatus. The Company will not be able to comply with its statutory obligations under the Health and Safety at Work Act, 1974, unless the integrity of all personal electrical equipment can be properly checked.

GENERAL PRECAUTIONS

12. Equipment taken out of service through breakdown should be clearly marked with the nature of the fault. Arrangements should then be made for its repair or disposal and replacement.
13. New equipment should be examined and prepared for use and thereafter examined at regular intervals in order to ensure its electrical integrity. Visual examination of cable integrity should be carried out frequently especially on those items being regularly plugged and unplugged.
14. The use of extension socket outlets with trailing leads is to be discouraged. Suitable arrangements must be made for the supply and installation of adequate fixed power points.
15. Electrical power must always be switched off before inserting or removing a plug from a socket.
16. On no account must items of equipment be allowed to be suspended by the electrical cable. The length of cable must be adequate to permit the equipment to rest on a suitable surface.

Approved by:



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Date: ...19..../.01...../.04.....