# Safe Work Method – Electrical Safety

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| **Note:** This Safe Work Method provides guidance information only and may not necessarily cover all possible hazards and should be used in conjunction with other references. | http://www.safetyswitch.net.au/wp-content/uploads/2016/09/Fremantle_electrical_box_repair_Perth-1024x675.jpg |

* When using electrical equipment, always check that the power cord has a current electrical test tag. Do not proceed if the next test date has expired or if there is no tag attached,
* Always access power through an outlet protected by an Residual Current Device (RCD) or portable RCD ensuring there is a current test and tag sticker next to it,
* Always give the electrical equipment a thorough inspection prior to use. Do not proceed if faults or damage is detected,
* Remain alert for cords that become worn or damaged. Remember they are sometimes dragged around on concrete or the ground and over sharp edges,
* Regularly inspect switches on electrical equipment. Tag equipment out of use if faults are found,
* If a safety switch/RCD trips during operation of any electrical equipment, always determine the cause and have it rectified prior to continuing work,
* Do not use electrical equipment where it may come into contact with water,
* If using power equipment outside, ensure leads and plugs cannot come into contact with water,
* Where possible use battery or cordless power tools rather than mains powered tools,
* Avoid having electrical cords across walkways, particularly if sharing the worksite with others,
* Remain aware of the location of power cords when using electrical equipment to avoid entanglement and/or trips,
* Keep power cords and leads out of the immediate workspace to prevent them being damaged eg. cut, burnt,
* When unplugging cords from power outlets always turn off the power point first and grip the plug, NOT the cord,
* Do Not use double adaptors as they can become partially unplugged and expose live conductors or cause micro arcing which can result in fires,
* Do Not plug one power board into another power board as it can lead to overloading the circuit and cause a fire,
* Always ensure your hands are dry whenever handling electrical equipment including switching off power points.