

# Safe Work Instruction

## Portable Electrical Equipment



### INTRODUCTION:

This SWI is a guide for the safe operation of powered small plant in general.

For more detailed instructions refer to the SOP's on the individual items of plant.

Portable electrical equipment and power tools should only be used for the purpose they were designed and, should be treated carefully as they can cause serious injury.

Before undertaking a task involving this equipment you should have been trained and instructed by a competent person (i.e. supervisor or manager).

### WORK INSTRUCTION:

- Check all electrical power tools and leads, extension cords and plugs for defects, damage, loose wires etc. before and after use. Always store securely and ensure they are left in a good serviceable condition.
- Damaged equipment (exposed wires, lose plugs etc.) shall be reported to Supervisor and must be tagged "Out of Service".
- Only qualified electricians are to carry out alterations or repairs.

Note: If changing blades, making adjustments, plugging and un-plugging tools and leads, ensure the power source is isolated.

- Prior to use, check that equipment is tested and tagged and that the tag is current.
- Fixed or portable RCD's (Residual Current Devices) must be used for all portable electrical equipment.

Note: RCD's must be tested using the built-in test button prior to use.

- Only use RCD's with generators where the outlet socket, generator and frame have a common earth wire fitted by a qualified electrician.
- Extension cords and power leads must not be stretched and, must be kept above head height in work areas, (use cable stands etc., don't attach to scaffolding), to prevent leads getting wet, cut or creating a tripping hazard.
- Ensure equipment and materials don't damage cords and leads, don't use piggy back plugs or use in wet or damp conditions.
- Remove jewellery and protruding items from pockets etc., and wear the appropriate PPE for the task (e.g. hearing protection, safety glasses, gloves etc.).
- Report all electrical shocks and short circuits.

Note: Electric shocks and short circuits are "Notifiable Incidents".