

SSOW 14 - Safe System Of Work: Electrical Equipment

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PREVIOUS REVIEWS:	November 2002, April 2010, June 2011, December 2015, September 2017
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1. Activity

This Safe System of Work covers the use and inspection of electrical equipment, static and portable, used indoors or outdoors by the waste Collection Service

The Provision and Use of Work Equipment Regulations 1998 place duties on employers, listing minimum requirements for work equipment to deal with hazards. These include ensuring the equipment is suitable for the use that it will be put to and maintaining the equipment in efficient working order and good repair

Under the Electricity at Work Regulations 1989 employers are legally obliged to ensure that any electrical equipment used at work is properly maintained. Portable electrical equipment may be classed as any equipment that has a lead and a plug, and can be easily moved around the workplace. Examples of electrical equipment used in the Collections service include; kettles, toasters, fridges, microwave oven, oscillating fans, mobile air condition unit, photocopiers, computer equipment (VDU, printers, laptops, scanners, projector), paper shredder, phone chargers, multi-socket extension leads and power drill

2. Persons at Risk

Management, technical and administrative staff
Drivers
Loaders

3. Hazards

Faults which could cause fires
Faulty equipment
Electric Shock or Electrocution

4. Procedures

a) Provision of equipment

- Electrical equipment will be provided by the Council. All portable electrical equipment shall be of safe construction conforming to UK and/or EC product safety standards.
- An inventory of portable appliances, with details of inspection and testing records is maintained on the Council's intranet site.
- The Health & Safety team must be informed via email of all new portable appliance purchases, anything with a plug on. These items will be added to the Council inventory and inspected at the next visit. Please note - purchases of fan heaters, toasters and kettles, other than direct replacement items, must be authorised by Property Services Helpdesk prior to purchase.
- Employees should not use their own electrical equipment or any charging device at work, or use electrical equipment recovered from the waste stream.
- If equipment is used outdoors it will be battery operated whenever practicably possible, however if is connected to the mains electricity system it shall be operated at a reduced voltage from a safety isolating transformer or be connected through an Residual Current Device which will cut off the power quickly if there is an earth fault.
- If electrical equipment is used outdoors the plugs and fittings must be robust and suitable for wet or dusty conditions, in compliance with BS7671 17th Edition Wiring Regulations.

b) Inspection of equipment

- The wiring and condition of all portable tools, and extension leads, should be visually checked by the operator before using electrical equipment
- The designated Building Officer will ensure that Portable Appliance Testing (PAT testing) is carried out annually by the Council's corporate Health & Safety Team on all portable equipment.
- A programme of inspection and tests is carried out for each item of portable electrical equipment to comply with the Electricity at Work Regulations 1989. Repairs should be carried out as required. These checks must include:
 - Continuity of current
 - Correct current rating of fuses or miniature circuit breaker's
 - Insulation tests
 - Simulated fault tests on RCD's
 - Earthing Tests
- The Council also test emissions from portable appliance microwave ovens

- It is important that all electrical items that are either periodically or routinely plugged into the Council electric supply are made available for inspection. This includes equipment in storage cupboards e.g. Christmas tree lights. All items with a plug on must be available for testing.
- Any item not made available for inspection and bar coding during the annual visit will be deemed 'untested' and will not appear on the Council's inventory. Items not included on the inventory must not be used until inspected. Inspectors can revisit sites to inspect 'untested' items but this will be at the service's cost.
- All electrical equipment should be labelled with details of the date of the last Portable Appliance Test, or Fixed Appliance Testing.
- Ensure that any item of portable electrical equipment for which there are safety concerns, or that has an out-of-date test record (label), has been disconnected from the power source and withdrawn from service until a competent person confirms its safety
- No person other than a skilled Electrician, Electrical Technician or Electrical Engineer qualified to NICEIC standards shall undertake installations or work upon installations, maintenance and adjustments of electrical apparatus which is either connected to or producing a voltage in excess of 50V RMS or 50V Direct Current.

c) Use

- Use portable electrical equipment only for the purpose it has been provided and in accordance with any information, instruction or training received
- Before using portable electrical equipment outdoors operate the 'test' button on the RCD to ensure it is working correctly
- Unplug or isolate appliances before cleaning or adjusting any equipment.
- Never handle electrical apparatus with wet hands or on damp floors. Extra care must be taken where electrical equipment and water are used in close proximity. If equipment is dropped in water or subjected to excessive dampness it must not be used until examined and approved by an authorised person. The equipment must not be handled until it is isolated from the main supply by switching off and unplugging
- Always ensure that when not in use equipment is switched off
- Never overload electrical apparatus
- Do not use lighting circuits for portable power tools
- Fuses are provided for the protection of the equipment and the user. The correct size of fuse for the appliance must always be fitted.

d) Storage

- Power tools should be kept in dry, secure storage areas which should only be accessible to authorised personnel. If this is not possible controls should be devised to ensure that unauthorised persons are unable to use electrically powered tools

5. General Guidance

- Great care must be taken in the use of any electrical equipment. Remember, electricity is a killer and must be treated with respect
- Make sure that leads and cables do not trail across passageways, stairs, over sharp corners or hot surfaces
- Mains electrical systems will be checked every five to seven years by the Property Services department

6. Personal Protective Equipment

- Not applicable

7. Medical Requirements

- It is important to know what to do if someone receives an electric shock. Remember always to disconnect the power source first. If that is not possible, never touch the electrocuted person except with non-conducting items and never use metal.

8. Training

- Managers will ensure employees are aware of this SSOW.

Related Documents	
	Reference:
Risk Assessments	
Vehicle Washing	WC2
Electrical Equipment	WC3
Operations within the depots	WC9
Proforma	
Assessment of Equipment	D6
Work Equipment Risk Assessment	D7
Portable Appliance Register	http://hsonestop/PAT/
Safe Systems Of Work	
General Requirements Waste Collection	SSOW 01
Washing of Vehicles	SSOW 05
Refuelling Vehicles	SSOW 08
Handbooks	

