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| **CAL-HS-PD-4002** |
| **Portable Electrical Appliances** |
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| **Procedure** |
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| This document should be reviewed at least every 12 months to maintain its effectiveness.  Record the details of any changes made as a result of these reviews in the table below: | | | | | |
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# PURPOSE

1. To ensure the safety of operatives whilst using electrical appliances.

# TESTING

1. A competent person familiar with the HSE and IEE recommendations will examine and test all portable electrical appliances at the specified periods.
2. No “Live” working will be undertaken, except where conducted by an authorised electrician using written procedures.
3. All appliances which have passed the tests will be tagged or marked with the last date before which a retest must be undertaken.
4. All appliances failing the test will be clearly labelled as such and will be securely quarantined for repair or disposal.
5. A register of all electrical tools must be kept.

# USE

1. All employees will be aware of the testing requirements and will not use an appliance until its test status is established, i.e. the retest date has not been passed.
2. Whenever possible, the use of 110-volt equipment through a centre tap transformer should be the first choice of electrical power source for portable appliances, other than for office and showroom purposes.
3. Before using an appliance for the first time in any shift, the Company employee will carry out a visual examination of the appliance. This will include the condition of the tool, the cable and its terminations at the plug and the machine and any signs of overheating.
4. Appliances suspected of being defective must be quarantined and reported.

# CONNECTIONS

1. Where a cable termination might be exposed to damp, BS4343 “Splashproof” plugs and sockets should be employed. These will always be used for site work and must be colour coded for the voltage.
2. For non-exposed connections, e.g. office and showroom equipment, then a 13amp plug top may be used. The examination will include ensuring the correct rating of fused has been fitted to the plug.
3. Sockets will always be switched off before inserting or removing a plug.
4. Plugs will be removed from sockets before winding up cables.
5. Cables will always be wound up from an attached end, never from a plug end.

# REPAIRS

1. Authorised employees will carry out repairs to electrical appliances.
2. Unauthorised employees will not change connections on electrical appliances.
3. Unauthorised employees will not change failed fuses in 13-amp plug. This operation will only be carried out by an authorised repairer, to ensure the electrical integrity of the appliance.
4. All appliances repaired by Company employees will be examined and tested before being returned to service.

# HIRE ELECTRICAL APPLIANCES

1. Hire appliances will be examined and tested on return from hire and prior to rehire.
2. Hire appliances which exceed the examination and test period whilst on hire will be recovered from the hire to have the examination and test carried out.

# FORMAL EXAMINATION AND TEST PERIODS

1. Appliances used on construction sites and other open-air workplaces - 3 monthly
2. Appliances used in workshops and similar workplaces - 6 monthly
3. Appliances used in showrooms and offices - 12 monthly

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