



## ELECTRICAL SAFETY POLICY

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### ***Introduction***

Both AC and DC electricity can cause harm under certain circumstances. Often the consequences of electrical accidents are severe. A range of possible injuries include:

- Electric shock.
- Electrical burns.
- Loss of muscle control.
- Thermal burn.

Competent design of electrical systems and careful installation and maintenance are essential in managing electrical risk. The Electricity at Work Regulations 1989 control the use of electricity in the workplace.

Significant human and financial costs result from failures to adequately manage electricity. Such failures may also result in action by enforcing authorities, in the form of prosecutions, or of mandatory orders governing work practices or equipment.

The Company shall use this document to guide the identification, control and reduction of risks associated with electricity.

### ***Management and Assessment of Electrical Systems and Work***

The Company shall manage electricity by using the following staged approach:

<b><i>Stage 1</i></b>	Identify electrical equipment
<b><i>Stage 2</i></b>	Train persons involved in electrical work
<b><i>Stage 3</i></b>	Assess work on or near electrical equipment
<b><i>Stage 4</i></b>	Design and install electrical systems properly
<b><i>Stage 5</i></b>	Implement a testing routine Electrical Installation Condition Report (EICR)
<b><i>Stage 6</i></b>	Properly maintain electrical systems and equipment
<b><i>Stage 7</i></b>	Tell employees what has been done



<b>Stage 8</b>	Monitor
<b>Stage 9</b>	Audit
<b>Stage 10</b>	Review

### ***Stage 1 - Identify Electrical Equipment***

The Company shall identify systems and equipment that are electrical in nature.

### ***Stage 2 - Training and Information for Persons Involved in Electrical Work***

The Company shall provide its employees with suitable and sufficient information and training, to include:

- The risks associated with electricity.
- Common faults associated with electrical accidents.
- The importance of insulation, earthing and fuse rating.
- The importance of only working on systems, which are electrically dead.
- Isolation and permit to work systems.
- The prevention of electrical accidents.

There will be re-training at appropriate intervals.

### ***Stage 3 - Assessment of Electrical Work***

The Company shall risk assess any work where employees may encounter electricity.

### ***Stage 4 - Design and Installation of Electrical Systems***

The Company shall only install electrical systems that are properly designed by a person competent to do so.

Installation will only be undertaken by competent persons.

### ***Stage 5 - Electrical Testing and Examination***

The Company shall ensure that its fixed installations are subject to, at least, once in every five years an Electrical Installation Condition Inspection by a competent person and that an Electrical Installation Condition Report (EICR) is produced and available for inspection. Portable appliances can be tested (PAT) at a frequency that has regard for their type of use.

### ***Stage 6 - Electrical Maintenance***



The Company shall properly maintain electrical systems and equipment using persons competent to do so. Where appropriate, permit to work systems will be used to ensure the safety of those undertaking maintenance activities.

#### ***Stage 7 - Information to Employees***

The Company shall communicate to employees the actions taken to manage electricity.

#### ***Stage 8 - Monitor***

The Company shall ensure that activities are adequately supervised and that active monitoring techniques are applied to ensure that the workplace precautions and risk control measures are being applied.

#### ***Stage 9 - Audit***

The Company shall audit the risk assessment on a regular basis and/or when changes in the organisation occur or new equipment is purchased or alterations are made to the premises or processes carried out on site.

#### ***Stage 10 – Review***

The Company shall review and revise the risk assessment on a regular basis and/or when changes in the organisation occur, new equipment is purchased or processes carried out on site change.