

**Electricity is used in all work places on a daily basis. However, when it is uncontrolled or misused, it can severely burn, injure or kill individuals or cause fires with devastating results. The simple but essential safety steps as given below will prevent most of the accidents caused by electricity, and you may find them useful as a safety checklist.**

## **STEP 1**

Know the electrical system within the premises where you will be working. Ensure that it is soundly constructed and that it has been properly installed. If necessary hire a competent person to carry out safety checks for you.

## **STEP 2**

Secure switchboards and fuse boards in a room or cupboard. Ensure fuses are properly identified and clearly labeled.

## **STEP 3**

Provide adequate socket outlets to prevent overloading and the need to use adaptors. Use suitably fused multi-plug socket outlets where additional sockets cannot be provided.

## **STEP 4**

Employ only those outside electrical contractors who are registered with an organisation that checks the work of its members, e.g. N.I.C.E.I.C.(National Inspection Council for Electrical Installation Contracting)  
Tel. 0171-582-7746.

## **STEP 5**

Ensure all persons engaged in electrical work for you, or whose work takes place at or near electricity, are competent for the tasks required of them and are not placed at risk due to lack of skills or information on the part of themselves or others.

## **STEP 6**

Select equipment, including portable electrical appliances, which is suited to the working environment, especially if it is, or could be, wet, corrosive, flammable, or subject to impact damage. Consider the use of pneumatic or double insulated tools, or reduced voltage supplies.

## **STEP 7**

Have a recorded inspection and maintenance programme for all electrical equipment. Train staff to carry out visual inspections and report faults e.g. worn cables, scorching, loose connections into plugs etc. Ensure faulty equipment is taken out of use until repaired (label as faulty or remove the plug to prevent use).

## **STEP 8**

Do not undertake makeshift repairs or attempt to clean equipment whilst it is still connected. If there is no in-house electrical expertise, hire a registered contractor.

## **STEP 9**

When using an electrical supply outside, ensure that external cables are properly rated and protected against damage and the environment. Protect against risk of shock by fitting a residual current device to external supplies.

**STEP 10**

Alert staff to the risks of electric shock by promoting the following safety messages -"Do not insert or remove a plug, clean, repair or adjust appliances when the power is switched on".  
"Never touch light switches or appliances with wet hands".