

S19 – Toolbox Talk

Maintenance - Electrical

The major aspect that must be considered when undertaking electrical maintenance and fault finding is electrocution, causing severe burning or death.

All electrical maintenance work must involve a risk assessment. The hazards identified by the risk assessment must be adequately controlled prior to work commencing.

- No person should carry out repairs on, or make adjustments to, electrical equipment unless he/she is a company appointed electrician, an appointed contractor or an appointed duty holder
- The correct lock off or interlock system must be adhered to
- Work on or near a live conductor is forbidden unless a risk assessment has been completed, and a person has written authorisation from the responsible manager or supervisor
- When access to a raised location is necessary, a safe system of work for working at heights must be adhered to
- If working alone, specific precautions and procedures must be applied
- Any maintenance work which requires excavating work to locate underground cables, must be authorised by the responsible manager, and a safe system of work for working in excavations must be adhered to. A permit to dig will be required and a CAT scan must be performed
- A duty holder who has received training and has written authorisation from the responsible manager, may carry out minor adjustments within the limits specified on the authorisation but must not attempt any work beyond that which is specified
- Any unfinished work at the end of any working period must be made safe
- Good housekeeping standards must be maintained at all times
- When installing new equipment or working on existing equipment, the work must be carefully planned, protected, commissioned and tested. Only suitable equipment should be used such as waterproof switchgear if it is likely to be exposed to water
- Shortcuts such as disguising damaged insulation must never be taken. Renew that part of the cable by using the correct type of connectors.



Training register

Date

Name of attendee

Signature

.....
.....
.....
.....
.....

