

## SOP - Electrical Safety

**DO NOT use this plant unless you have been inducted in its safe use and operation by an Authorised Experienced Operator and have been given permission.**

This SOP may not cover all possible hazards and risks associated and should be referred to as a control measure in the risk assessment process.

Site and task may change required PPE.

### PERSONAL PROTECTIVE EQUIPMENT

You must wear this personal protective equipment when doing this task



### POTENTIAL HAZARDS ASSOCIATED WITH RISKS

Recurring Hazards	Construction work
Electrical	Tools

#### Training Required:

- ✓ Construction Industry General Induction
- ✓ Site Induction
- ✓ Task induction

#### Licence or VOC Required: No

#### Pre-Operational Safety Checks:

- ✓ Complete site-specific risk assessment
- ✓ Workers trained & Competent
- ✓ **Services isolated or marked "LIVE"**
- ✓ Public is protected
- ✓ Property is protected
- ✓ Control measures have been implemented
- ✓ It is safe to proceed

#### Consultation

- ✓ SWMS has been reviewed
- ✓ Site induction completed
- ✓ Toolbox talk held
- ✓ Discussed with other PCBU
- ✓ Potential emergencies considered

#### Operating Procedures / Methodology:

##### Planning & Preparation

- ✓ Conduct a task specific Risk Assessment
- ✓ I have all the tools and materials required

- ✓ I understand the instructions on the task
- ✓ Ensure adequate lighting
- ✓ Check all electrical equipment has been tested and tagged and in current period
- ✓ Prior to work ensure power supply is isolated
- ✓ All electrical equipment to be "locked out" and "danger tags" placed
- ✓ Ensure all flexible cables and extension leads will not cause a tripping hazard
- ✓ Ensure First Aid equipment is available in case of an emergency

##### Doing

- ✓ All nominated control measures are used
- ✓ Follow SWMS, SOP and Risk Assessment
- ✓ Ensure clear pathway to exit
- ✓ Cables to be suspended in support brackets
- ✓ Double adaptors are not permitted to be used
- ✓ Do not overload power points
- ✓ Test & tag in date
- ✓ Power tools are to be connected to RCD
- ✓ Power tools not to be used in wet areas
- ✓ Extension leads are kept as short as possible
- ✓ Leads must be fully unrolled
- ✓ Consider all power cables to be live

Ending Operations / Housekeeping:

- ✓ Return all tools and equipment
- ✓ Waste is recycled or disposed of
- ✓ Clean up your mess
- ✓ Store non-disposable PPE to prevent damage
- ✓ Report to your Supervisor

Monitor & Review Process

- ✓ If unsafe STOP, review get approval
- ✓ Supervisor to check all activities
- ✓ Task MUST be completed as per SOP
- ✓ Report to your Supervisor if unsure

**DO NOT!**

- × **Attempt this operation in wet conditions until Risk Assessment is reviewed**
- × **Attempt to do your own repairs**

Safe work procedure approved by:

Refer to Company Implementation Folder for signed documents

Worker sign-off

Refer to Worker's induction file for signed documents

- × **DO NOT TAPE up damage**
- × **Alter this SOP without Management approval**

Applicable Legislation / Standards:

- ✓ WH&S Act & Regulations
- Codes of Practice –
  - [Electrical safety Working near overhead and underground electric lines](#)
  - [Electrical safety - Works](#)
  - [Electrical safety - Managing electrical risks in the workplace](#)
- ✓ Standards
  - AS 3012 Electrical installations - Construction and demolition sites
  - AS 3017 Electrical installations - Testing and inspection
  - AS 3760 In-service safety inspection and testing of electrical equipment
  - ISO45001 OH&S management systems
  - ISO 31000 Risk management