



Portable Electrical Equipment – Safe Use Procedure		Version	1
Approved By:		Review date: 21/08/2014	

Purpose: To outline safe operating practices for using portable electrical equipment.



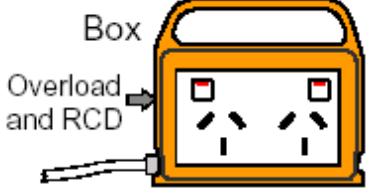
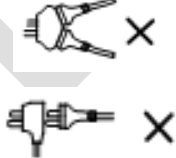
Authorised Users	
1	All employees with responsibility for using portable electrical equipment
2	Has read, understood and agreed to comply with this procedure


P.P.E Requirements	
 Steel capped safety boots	 High visibility clothing
 Long sleeve shirt/trousers /overalls	
Other PPE as determined by job/site requirements	

General Operating Safety Guidelines	
	<p>1 Always</p> <ul style="list-style-type: none"> • Check portable electrical equipment has a current electrical test tag attached (see Attachment 1 - Testing Intervals for Electrical Equipment). • Inspect before use and report damaged or faulty equipment to your supervisor immediately. • Ensure portable electrical equipment is used with an RCD (Residual current device) unless the power supply being used is labelled “RCD protected”. • Assess the work area for hazards including the presence of flammable or explosive materials, vapours or gases. • Turn off and disconnect electrical equipment before making adjustments or repairs.
	<p>2</p> <ul style="list-style-type: none"> • Avoid the use of electrical equipment in wet or damp environments.

Step 1 Extension Leads	
	1.1 Check lead has been tagged and test date is current.
	1.2 Position or protect extension leads to minimise risks associated with: <ul style="list-style-type: none"> • tripping hazards • damage from or obstruction to passing vehicles • hot areas • damp or wet areas • sharp edges
	1.3 Fully unwind all extension leads before use.
	1.4 Unplug leads using the plug and always switch power off first.
	1.5 Use a single lead where possible.
	1.6 The maximum length of an extension lead should not exceed the length specified in Attachment 1 (includes combination of joined leads).

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Step	2	Portable Outlets
	2.1	All portable outlets must have a current electrical test tag attached prior to use and be inspected before each use by the person using the outlet.
	2.2	All portable outlets used must incorporate overload protection. (see Figure 1)
	2.3	Portable outlets used in office environments must be as a minimum described in AS3105 and must not be used outside an office environment.
	2.4	Portable outlets used in work areas must be as a minimum described in AS3439.4.
	2.5	Supply cords must be heavy duty.
	2.6	Outlets must be protected by a 30mA RCD (see Figure 2).
	2.7	All portable outlets containing RCD'S shall be tested each day while in service, and before each use by means of the inbuilt testing button
	2.8	Never use double adaptors and piggy back plugs (see figure 3).
		<p>Figure 1</p>  <p>Figure 2</p>  <p>Figure 3</p> 

Step	3	Confined Spaces
	3.1	The use of electrical equipment in confined spaces should be limited due to the risk of electrical shock
	3.2	Assess confined spaces for the presence of flammable or explosive materials, vapours or gases prior to using electrical equipment
	3.3	Always consider safer alternatives to mains powered electrical equipment first. These include: <ul style="list-style-type: none"> • Hydraulic and pneumatic driven equipment • Battery driven power tools and equipment
	3.4	If mains powered electrical equipment has to be used in confined spaces, a Job Safety Analysis or Risk Assessment should be undertaken to identify controls to minimise risks associated with their use

Troubleshooting		
Problem	Likely cause	Required action
Damaged lead	Wear and tear	Do not use and report to supervisor

Attachments
Attachment 1 - Testing Intervals for Electrical Equipment
- Maximum Extension Lead Lengths

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Attachment 1

Testing Intervals for Electrical Equipment – AS 3760

Type of environment in which equipment is used	Tools and Appliances	Residual Current Devices (RCDs)	Extension Cords Power Boards
Construction Sites	3 Months	3 Months	3 Months
Workshops	12 Months	12 Months	6 Months
All Other Workplaces	12 Months	2 Years	12 Months

Maximum Extension Lead Lengths

Extension lead rating	Conductor size	Maximum length of extension lead
Amps	Millimetres	Metres
10 Amp	1.0 mm ²	25 metres
	1.5 mm ²	35 metres
	2.5 mm ²	60 metres
	4.0 mm ²	100 metres
15 Amp	1.5 mm ²	25 metres
	2.5 mm ²	40 metres
	4.0 mm ²	65 metres
20 Amp	2.5 mm ²	30 metres
	4.0 mm ²	50 metres