

## COMPANY POLICY ON SAFE WORKING PRACTICES

A working site is an ever changing environment, therefore the following factors are to be considered and practices adopted by operatives before the commencement of any task.

1. What is the nature of the work to be carried out and what are the associated hazards.
2. What hazards already exist on site, including activities of the client or other trades
3. Are there substances, equipment or articles on site about which you should obtain information
4. Will the place of work and access to it be safe
5. What is the condition of the existing electrical installation and are there defects to be reported
6. Will there be a permit to work system in operation
7. What are the clients' safety rules and procedures and should any safety instructions be passed to the client.
8. What protective equipment will be required and is there sufficient light available.
9. Can circuits be made dead and secured before working on them. Isolate, lock off and prove dead. Four step isolation procedure.
  - Check it is safe and acceptable (with the occupier / user) to isolate. If the isolator is an off-load device, remove the load. Open the means of isolation for the circuit(s) to be isolated and secure the isolating device in the open position with a lock or other suitable means.
  - Prove the correct operation of a suitable voltage detection instrument, against a known voltage source.
  - Using a voltage detection instrument, check that there is no dangerous voltage on any circuit conductor to be worked on. It is important to confirm that conductors are not energised, for example, due to a wiring fault. Check terminal voltages between: earth and phase, neutral and phase and earth and neutral.
  - Prove the voltage detection instrument again against the known source to check that it was functioning correctly when the circuit(s) were tested for the presence of voltage.
10. Before working alone on a potentially dangerous task, such as live working, inform a responsible person on the premises or the office by telephone. State what you are doing and how long you anticipate it will take and for them to raise an alarm if you have not reported back within the stated time period.
11. Each operative should regard himself as his own supervisor when working alone and supervise each other when working together.

This policy will be reviewed annually.

**David Smith**

Polarity Electrical Ltd 23<sup>rd</sup> December 2008.