PORTABLE ELECTRICAL EQUIPMENT
SAFE OPERATING PROCEDURE

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1. SUMMARY

1.1 Use of portable electrical equipment

- Portable electrical equipment shall be double insulated, registered on the contractor's equipment register and tagged showing the date of last inspection.
- Office and fixed electrical appliances shall be registered and inspected monthly.
- The registration shall involve an identification number. The number shall be clearly labelled on the equipment by means of a sticker, or 'tag' or by engraving.
- RCD's, power tools and extension cords shall be visually inspected each morning before use.

1.2 Faulty Equipment

Pins and outlets are not to be altered without a Management of Change review.

Portable electrical equipment shall be immediately withdrawn from service when:

- It is regarded faulty or doubtful;
- The equipment has failed the inspection or testing;
- The approved tag has expired;
- There is no approval tag on the equipment.

Note: When portable electrical equipment has been withdrawn from service it shall be tagged with an “Out of Service – Do Not Operate” with a description of the fault.

Contractors shall train their workforce in the use of this standard via toolbox sessions before they commence work on site.

2. PURPOSE & SCOPE

This standard defines the requirements for inspection and testing of portable electrical equipment.

This standard applies to all project activities where portable electrical are involved.

3. DEFINITIONS

3.1 Portable Electrical Equipment

- Shall include any equipment which is self powered or designed for connection by a flexible power supply cord and plug to low or medium voltage or self powered equipment. This shall include cord extension sets, electrical portable outlet devices, portable residual current devices and portable isolation transformers.
3.2 Mains Powered

- Is a device powered by means of a plug and socket outlet to an electrical supply.

3.3 Self Powered

- Is a device which is not connected to an external electrical supply when in use (i.e. equipment with integral batteries such as a torch, cordless drill, mobile phones etc).

3.4 ELV (Extra Low Voltage)

- Voltage not exceeding 32 volts AC or 115 Volts DC.

4. ROLES AND RESPONSIBILITIES

4.1 Project Construction Manager

- Ensure full compliance with the requirements of this standard.

4.2 Project SHE Manager

- Audit and monitor compliance with this standard.
- Identify remedial corrective actions required to meet this standard.

4.3 Supervisors

- Ensure the application of this standard.
- Ensure that a RA is developed for tasks associated with this standard.
- Ensure that employees review and sign the RA prior to task commencement.

4.4 Employees

- Ensure that they are aware of the risks associated with the job;
- Ensure compliance with this standard;
- Ensure compliance with the RA;
- Shall not operate equipment unless competent and tools/equipment have been inspected to be fit for purpose prior to commencement of task;
- Report apparent defects;
- Ensure that they do not use equipment beyond the date of its required inspection;
- Return apparatus for inspection or make it available for inspections as required;
- Shall not modify or alter in any way any portable tool.
5. PROCEDURES

5.1 Use of Portable Electrical Equipment

Before commencing work on the site, the Contractor shall provide the following information to the Project Management Representative:

(a) Number of electrical machines and appliances to be placed in service on the site.
(b) Approximate total time the machines and appliances shall be in service to complete the Works.

The Contractor shall be responsible for the effective protection of his own electrical equipment from the weather and from possible mechanical damage.

- Portable electrical equipment shall not be used on site unless it is registered and has a current approval tag. Hand-held mains powered portable tools shall be the double insulated type;
- All contractors and hired portable electrical equipment shall be tested, inspected and tagged by the contractor or the hiring company before being brought on site. The project shall not be responsible for the testing, inspection and tagging of this equipment;
- All new portable electrical equipment shall be tested, inspected and tagged. The purchaser of new portable electrical equipment shall be responsible to present the equipment to the Authorised Project management Representative for initial test and inspection. Once this is done it is the responsibility of the Manager to plan the inspection and testing of the equipment at the required frequency.
- All electrical machines and appliances provided by the Contractor for his own use on the site are in a serviceable condition.
- All power supplies and generating units are fitted with a functional earth leakage device.
- Portable lights have adequate stability and are fitted with a mechanical guard to protect the lamp.

5.2 Registration

- Portable and fixed electrical equipment shall be registered.
- The registration shall involve a registration number. The number shall be clearly labelled on the equipment by means of a sticker, or ‘tag’ or by engraving. The latter shall be used on equipment in which it is likely that the label will be dislodged under normal use.

5.3 Frequency of Testing

Equipment shall be inspected and tested as follows:

- Prior to initial introduction into service;
- Before returning to service after repair which could have affected the electrical safety; and
- At intervals not exceeding those specified:

The Contractor is required to inspect electrical equipment as follows:

- Supply cabling distribution boards, fixed lighting and portable appliances on a monthly basis,
- Extension leads, welding machines, compressors, pumps and hand portable tools on a monthly basis.
- All Temporary electrical installations on a weekly basis.

5.4 Faulty Equipment

Portable electrical equipment shall be immediately withdrawn from service when:

- It is regarded faulty or doubtful;
- The equipment has failed the inspection or testing;
- The approved tag has expired;
- There is no approval tag on the equipment.

Note: When portable electrical equipment has been withdrawn from service it shall be tagged with an “Out of Service – Do Not Operate” with a description of the fault.