
Risk Element

- Exposure to the danger of electrical shock;
- Risk of fire due to overheating of equipment due to loose or poor connections;
- Danger to third parties.

Precautions to Eliminate/reduce Risk

- Use of proper test equipment suitably maintained;
- Adequate training to assess risk;
- Ensure all connections are inspected and checked.

Action in an Emergency

- Switch off and isolate electrical supply;
- Remove injured person(s) from danger area (if without risk);
- Render first aid;
- Call emergency services.

Safe Working Method

NOTE: Reference should be made to the I.E.E. Regulations (BS7671) and the Electricity at Work Regulation 1989 before implementing these procedures.

- Ensure proper documentation is available to record results of checks and tests;
- Complete Permit to Work where required and adhere to any rules printed thereon over and above these procedures;
- Obey all Health & Safety rules;
- Ensure that any tools required for the test in hand are in good condition and suitable for the purpose;
- Ensure that correct instrumentation is available and in good working order. Any test equipment used for work carried out under this procedure must comply with current Health & Safety guidelines;
- Cordon off areas within which work is being carried out to prevent the entrance of unauthorised personnel where “live testing” is necessary;
- Exercise care and use protective barriers or covers where appropriate if it is necessary to work in a “live” situation;
- Carry out commissioning in an orderly manner on an item to item basis. Data sheets should be filled in as the commissioning task progresses and not at the end of the commissioning period;
- Carry out appropriate tests prior to connection of electricity supplies;
- Ensure that on completion of works any shields or protective guards removed from control panels during commissioning and/or testing are replaced in a correct manner;
- Check on completion of work all equipment is operating and warning notices are removed;
- Ensure work area is clear of any installation equipment, cables, trays, etc.;
- Complete Permit to Work if required.