

Pioneer

ELECTRICAL SAFETY

PORTABLE APPLIANCES SAFETY INSTRUCTIONS FOR ACTION CENTRES GUESTS AND STAFF

VISUAL INSPECTIONS MUST BE CARRIED OUT ON ANY PIECE OF PORTABLE ELECTRICAL EQUIPMENT IN THE FOLLOWING CIRCUMSTANCES:

- Before every use of any portable electrical equipment.
- Before signing out a piece of Centre owned portable electrical equipment to a guest/client.
- When a piece of Centre owned portable electrical equipment is returned.

VISUAL INSPECTIONS (what must be checked)

- Damage, e.g. cuts, abrasion to the cable covering.
- Damage to the plug, e.g. the casing is cracked or the pins are bent.
- Non-standard joints including taped joints in the cable.
- The outer covering (sheath) of the cable is being gripped where it enters the plug or equipment.
- Look to see if the coloured insulation or bare wire of the internal wires are showing.
- Damage to the outer cover of the equipment or obvious loose parts or screws.
- Overheating (burn marks or staining).

BE AWARE OF THE FOLLOWING POINTS:

PLEASE DO NOT:

- Place anything over vents (air gaps) on electrical equipment (danger of overheating!!!)
- Trap cables under doors and/or pull to free. Internal damage to the cable can lead to fires.
- Use cable extension reels without pulling out all of the cable first. This also applies to vacuum cleaners. Coiled cables get hot and can catch fire.
- Use a cable or plug that is wet. Don't touch anything electrical with wet hands.
- Allow a cable to lay across a walkway if at all possible. Do not tread on a cable.
- Touch server lights even when cold, this can cause premature failure or the glass to explode.
- Attempt to temporarily fix a problem do not use the piece of equipment

Equipment should not be used in conditions where it is not suitable, e.g. a wet or dusty workplace.

**If in any doubt do not use the equipment and pass it onto the Estates Team clearly
labelling what the problem is.**