

GEG Maintenance Services Ltd

Safe Electrical Isolation Procedure

The purpose of this document is to provide a safe system of work when carrying out a task in the vicinity of live electrical equipment.

The preferred method is to negate the necessity to work where there maybe live electrics. This can be achieved by carrying out a detailed assessment of the risk prior to starting the activity and managing out the hazard through good planning and design.

Under no circumstances is any work to be carried out on or near any live conductor or equipment. The isolation of any circuit to be worked on or near must be carried out by a competent person with adequate technical knowledge or experience to safely carry out that task.

The Electricity at Work Regulations 1989 states:

“Adequate precautions shall be taken to prevent electrical equipment, which has been made dead in order to prevent danger while work is carried out on or near that equipment, from becoming electrically charged during that work if danger may thereby arise”.

To ensure this Regulation is complied with, all circuits isolated to allow a work activity to be carried out will have an appropriate lockout system and the approved sign attached at the point of isolation.

The signage will include the circuit and area made safe, the date and the signature of the competent person who carried out the isolation.

Under no circumstances shall the person carrying out the task start work until the area is made safe, the lockout applied and the approved signage completed and displayed.

Only the Site Manager or a nominated deputy is authorised to issue the approved signage to the competent person. When the signage is issued the competent person will be told the address of the dwelling and work area to be made safe. The competent person then signs the Electrical Isolation Record noting the time of issue. Each isolation tag will be numbered and this is recorded on the record along with the dwelling address.

It is the responsibility of the competent person to ensure that any potentially hazardous circuits in the work area are isolated and these are recorded on the approved signage in 'Remarks'.

The safe method of isolation of electrical circuits is to be employed at all times.

- A test lamp is proved on a known source
- The circuit is isolated
- The circuit is proved dead with the test lamp
- The test lamp is re-proved on a known source
- Lockout the circuit and attach signage

To ensure that cables are not trapped behind an electrical accessory when it is reinstated, the fixing screws must only be loosened just enough to carry out the task, not removed fully.

On completion of the task, the person carrying out the work must inform the Site Manager immediately, quoting the address and isolation tag number. The Site Manager then informs the competent person the address of the property to be reinstated.

It is the responsibility of the competent person that the previously isolated circuits and any related equipment is put back into service and left in a safe manner.

The signage shall be returned by the competent person to the Site Manager or their deputy, who signs the Electrical Isolation Record and notes the time received.

All isolations carried out must be reinstated safely that day by the competent person and the isolation tag returned to the Site Manager.

It is essential that the Site Manager conducts regular site checks to ensure the procedure is being correctly used and records these inspections in the site diary. If at any time this inspection reveals the procedure not being adopted as prescribed then the work activity shall be stopped until the work area can be made safe.

Note

In certain circumstances the competent person may also be the person carrying out the activity. In this case the same procedure will be adopted to ensure the control of potentially hazardous activities.