

ILLUSIONS AUSTRALIA

SAFE WORK PROCEDURE

SWP 023 – ELECTRICAL SAFETY

1. PURPOSE AND SCOPE

Minimum requirements for general electrical safety at Illusions Australia.

Applies to use of electrical equipment, leads, power boards and workplace electrical installations; electrical work itself must be performed only by appropriately licensed/authorised persons.

2. AUTHORISATION AND COMPETENCY

Workers may use serviceable electrical equipment for its intended purpose but must not perform electrical installation or repair work unless appropriately qualified and authorised.

Workers must understand defect reporting, isolation and test/tag/site requirements applicable to their work.

3. REQUIRED PPE

The following PPE must be worn as appropriate:

- PPE appropriate to the task being performed; ordinary users must not rely on PPE as a substitute for safe electrical equipment and isolation.

4. PRE-START CHECKS

Before commencing work, confirm that:

- Equipment, plugs, sockets and leads show no visible damage.
- Portable equipment required to be inspected/tested under workplace/site arrangements is in date.
- RCD protection is provided where required.
- Leads are protected from water, sharp edges, heat, crushing and traffic.
- Power boards are suitable and not overloaded.
- No unauthorised adaptors or modifications are present.

5. SAFE OPERATING PROCEDURE

1. Inspect equipment before use.
2. Connect to a suitable protected outlet.
3. Route leads to prevent damage and trip hazards.
4. Keep plugs/connections dry and protected.
5. Switch off before unplugging equipment.
6. Disconnect by the plug, not by pulling the lead.
7. Remove damaged equipment from service immediately.
8. Arrange electrical repairs through an appropriately qualified person.

6. PROHIBITED PRACTICES

Workers must not:

- Use damaged plugs, leads, outlets or equipment.
- Tape over damage as a permanent repair.
- Overload power boards or piggyback adaptors.
- Use domestic-style equipment where unsuitable for the environment.
- Handle electrical connections with wet hands.
- Perform unauthorised electrical repairs.
- Reset repeatedly tripping protection without investigating the cause.

7. RCDs AND PORTABLE EQUIPMENT

RCDs reduce, but do not eliminate, electric-shock risk.

- Use required RCD protection.
- Test RCDs in accordance with workplace arrangements.
- Do not bypass protective devices.

8. DAMAGED OR WET EQUIPMENT

Damaged insulation and water exposure can make equipment live.

- Isolate supply where safe.
- Do not touch suspected live equipment.
- Tag defective equipment out of service and report it.

9. FAULTS, DAMAGE AND ABNORMAL OPERATION

Stop for electric shock/tingle, sparking, burning smell, repeated tripping, damaged insulation, water ingress or overheating.

Do not re-energise until assessed by an authorised competent person.

10. SHUTDOWN AND HOUSEKEEPING

- Switch off equipment when finished.
- Disconnect and store leads without damage.
- Remove temporary leads from walkways where no longer needed.
- Report/tag defects.

11. EMERGENCY AND INCIDENT RESPONSE

1. Stop the equipment or activity immediately.
2. Isolate energy sources where safe to do so.
3. Provide or obtain first aid as required.
4. Notify the Foreman, Leading Hand or other authorised Illusions Australia representative.
5. Call emergency services where required.
6. Do not recommence until the incident, defect or unsafe condition has been addressed.

12. STOP WORK REQUIREMENT

Work must stop where:

- Any electrical damage is observed.
- RCD/protective device fails or repeatedly trips.
- Equipment becomes wet or contaminated.
- Safe power supply cannot be provided.
- A person experiences shock or tingling.

No production requirement or deadline takes priority over safe work.

DOCUMENT CONTROL

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