

## Company Policy Statement for Electricity at Work.

The Electricity at Work Regulations 1989 apply to our workplace. We will fulfil our obligations under the Regulations.

All electrical systems on our premises will be checked to make sure that danger to anyone on site is prevented.

Managers must make sure that any new equipment they purchase is CE marked and complies with the Electrical Equipment (Safety) Regulations 1994, where appropriate.

Wherever necessary, specialist electrical assistance will be obtained from an external source.

We will make sure that any electrical contractors employed are competent and certified for the tasks they undertake.

We will assess all staff and contractors engaged to undertake Electrical work to ensure that they are not colour blind and also that they are fit enough medically to work in different locations and at height where necessary.

We will train staff in basic electrical safety and company procedures, to ensure they:

- know how to use electrical equipment safely.
- know what they are not permitted to do.
- understand what actions they should take in an emergency involving electricity.
- know who is authorised to carry out electrical work.
- know who to report any electrical problems to.

All our first aid competent persons have been trained in the treatment of electrical shock. In the event of such an incident a competent person should be called.

An inventory of electrical equipment will be maintained listing both equipment on the premises and that used in our work on remote sites.

All portable appliances will be given a visual examination by the user prior to use and a recorded PAT inspection will be completed relevant to its frequency and conditions of use. Engineering equipment will be tested six monthly with office equipment at one year, records of inspection will be fixed to appliances.

The fixed wiring installation will be inspected by a competent, specialist electrical contractor every 5 years, records of inspection will be maintained.

Where engineering staff are involved with testing and repairing electrical system they will be suitably trained to do so, be made aware of the potential hazards, and be provided with a relevant risk assessment to cover the task.

Procedures exist for electrical isolation and relevant engineers are provided with specialist 'lock off' kits to allow for safe isolations.

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