	ANC Foster Pty Ltd Safety Management System	Doc No:	ELECTRICAL
		Initial Issue Date	27 Apr 2010
ELECTRICAL WORK		Revision Date:	Initial Version
		Revision No.	0
		Next Revision Date:	27 Apr 2011
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Purpose

The purpose of the Electrical Safety program is to set forth procedures for the safe use of electrical equipment, tools, and appliances at ANC Foster.

Scope

This program applies to all ANC Foster employees, temporary employees, and contractors. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers ANC Foster employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

Responsibilities

Managers/Supervisor

Operations Managers and Supervisors are responsible for ensuring that only qualified employees and or qualified contractors perform electrical repairs or installations.

Operations Managers are also responsible for ensuring all applicable electrical safety programs are implemented and maintained at their locations.

Employees are responsible to use electrical equipment, tools, and appliances according to this program, for attending required training sessions when directed to do so and to report unsafe conditions to their supervisor immediately.


Risk Control Measures

Work Requirements

All electrical installation work must be carried out in compliance with the Electricity Safety (Electrical Installations) Regulation 1998 and AS/NZS 3000:2000 Electrical installations (known as the Australian/New Zealand Wiring Rules).

Particular risk control measures must ensure that:

- Any electrical installation at the premises:
 - is safe at the time it is made available for use by ANC Foster, or
 - if not safe, is disconnected from the electricity supply and secured and ANC Foster is informed that it is not safe, and
- Electrical installations containing live electrical components (such as control panels, switchrooms, switchyards and substations) are suitably secured to prevent inadvertent access, and persons entering an area in which such electrical installations are situated are appropriately trained in issues such as safe entry, emergency procedures and safe use of electrical plant and equipment.

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- Any electrical article provided for use at, or in connection with any electrical installation at, a place of work is safe at the time the place of work is made available for use by ANC Foster, or if not safe, the article is disconnected from the electricity supply and secured and ANC Foster is informed that it is not safe.

Repairs/Maintenance

- Any such electrical installation or electrical article that is connected to the electricity supply is, to the extent that ANC Foster retains control over the installation or article, must be maintained in a safe condition.
- Persons working in, or undertaking maintenance on, the premises (apart from those undertaking electrical work) must be prevented from coming within an unsafe distance from any overhead electrical power lines or live electrical installations unless a risk assessment determines otherwise.
- All electrical installations at a place of work are to be inspected and tested after they are installed and prior to their energizing for normal use by a competent person to ensure they are safe for use.
- All electrical installations at a place of work are maintained by a competent person to ensure they remain safe for use.
- All electrical articles that are used in construction work are regularly inspected, tested and maintained by a competent person to ensure they are safe for use if the articles are supplied with electricity through an electrical outlet socket.
- All electrical articles that are supplied with electricity through an electrical outlet socket that are at a place of work where the safe operation of the electrical article could be affected by a hostile operating environment are regularly inspected, tested and maintained by a competent person to ensure they are safe for use.
- Persons conducting tests for the integrity and operability of energized circuits and apparatus of an electrical installation must conduct the tests in a safe manner. This includes appropriate personal protective equipment being provided and used by the persons conducting the tests.

Extension Cords

- Only commercial or industrial rated-grounded extension cords may be used in shops and outdoors.
- Cords must have suitable strain relief provisions at both the plug the receptacle ends.
- Cords may not be run through doorways, under mats or carpets, across walkways or aisles, concealed behind walls, ceilings or floors, or run through holes in walls, or anywhere where they can become a tripping hazard.
- All extension cords and or electrical cords shall be inspected daily or before each use, for breaks, plug condition and ground lugs, possible internal breaks, and any other damage. If damage is found, the extension cord or electrical cord shall be remove from service and repaired or replaced.
- Extension cords shall not be used on compressor skid to operated heat tapes or any other type of equipment on a temporary basis. Heat tapes or other equipment shall be hard wired per applicable electrical codes.

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Unsafe Conditions

- All electrical installations and electrical articles at a place of work that are found to be unsafe are disconnected from the electricity supply and are repaired, replaced or permanently removed from use, and
- Plant is not used in conditions likely to give rise to electrical hazards, and appropriate work systems are provided to prevent inadvertent energising of plant connected to the electricity supply, and
- If excavation work is to be carried out at a place of work, all available information concerning the position of underground electrical cables is obtained and disseminated to persons at the place, and
- Persons at work, their plant, tools or other equipment and any materials used in or arising from the work do not come into close proximity with overhead electrical power lines (except if the work is done in accordance with a written risk assessment and safe system of work and the requirements of the relevant electricity supply authority), and
- Any electrical cord extension sets, flexible cables or fittings:
 - are located where they are not likely to be damaged, and
 - are not laid across passageways or access ways unless they are suitably protected, and adequate signs to warn of the hazards.

Ladders

- Only approved, non-conductive ladders, may be used when working near or with electrical equipment, which includes changing light bulbs.
- Ladders must be either constructed of wood, fiberglass, or have non-conductive side rails.
- Wood ladders should not be painted, which can hide defects, except with clear lacquer.
- When using ladders they shall be free from any moisture, oils, and greases.

Documentation

- Documentation must be obtained of any significant modifications made to electrical circuits at the premises from the person doing the work and the documentation must be maintained and kept readily accessible for persons undertaking further electrical work.
- A record must be made and kept of all inspections and tests made and maintenance carried out on electrical articles and electrical installations required by Division 4 Electricity of the OHS Regulation.
- The following information is to be recorded:
 - the name of the person who made the inspection or carried out the test or maintenance,
 - the date on which, or dates over which, the inspection was made or the test or maintenance was carried out,
 - the result or outcome of the inspection, test or maintenance,
 - the date by which the next inspection and test must be carried out.

Training

Persons doing any electrical work on an electrical installation at ANC Foster must be carried out using a safe system of work are appropriately qualified, trained and instructed in safe work practices for the particular task.

This includes the proper use of test equipment, tools, accessories and personal protective equipment and appropriate clothing and personal protective equipment for the work are provided to the persons doing the work and are properly worn and used. Employees shall also be trained on clearance distances.