

Catena

Inspection & Engineering Services Ltd
Lifting Solutions & Supplies

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CHS020

ELECTRICAL SAFETY POLICY



ELECTRICAL SAFETY POLICY

Links

The following documents are closely associated with this policy:

- Health and Safety Policy
- Defects and Failures Policy
- First Aid Policy

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INTRODUCTION

Catena Inspection & Lifting Engineering Services Ltd (here after known as CATENA) acknowledges the importance of having a clear Electrical Safety Policy in order to ensure the safety and welfare of all employees.

We are committed to the safe operation and maintenance of its electrical systems. In order to do this, we will, monitor this policy, ensure its effectiveness, and ensure all electrical systems are managed without giving rise to danger.

It is the duty of all persons who may be concerned with the operation of, or work upon, the electrical systems and equipment of CATENA to: -

- a) Comply with this Safety Policy and;
- b) Be thoroughly conversant with all legislation governing the work they may be called upon to undertake.

No employee will work on any electrical Low Voltage (LV) systems (50v - 1000v ac.) unless authorised or instructed to do so by an authorised or competent person. Only employees with the appropriate knowledge, skills and training will be authorised or instructed to work on LV electrical systems. All work on LV systems will be carried out in accordance with electrical Low Voltage Safety Rules.

Where appropriate, safety training and instruction will be given, together with the provision of safety devices, equipment and instruments to carry out the work in a safe and proper manner. The following policy sets out our commitment and provides guidance to all employees to enable them to comply with the policy and related legislation.

OBJECTIVES

This Electrical Safety Policy has been written for the protection of those persons, whose employment involves them in using or carrying out work on CATENA's electrical systems and equipment and any other person who may be affected by the activities of the CATENA.

This policy is in accordance with the requirement of: -

- The Health and Safety at Work etc. Act 1974
- The Electricity at Work Regulations 1989.
- Electricity Supply Regulations 1988.
- Reporting of Incidents, Disease & Dangerous Occurrences Regulations 1995.
- Workplace (Health, Safety and Welfare) Regulations 1992.
- BS7671-2008 17th Ed IEE Wiring Regulations.

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POLICY STATEMENT

CATENA will manage, so far as reasonably practicable, all electrical systems and electrical equipment falling under its control in such a manner as to minimise the risk of any person using such systems. CATENA will aim to achieve this policy by putting measures in place to secure, so far as is reasonably practicable:

- That all electrical systems and equipment is suitable and safe for its intended use.
- That suitable precautions are taken to prevent danger arising from the use of electrical systems and equipment.
- That all electrical systems and equipment are subject to a suitable risk-based regime of inspection, testing and maintenance. This requirement is limited to circumstances where this is necessary to ensure that systems or equipment remains safe.
- That all electrical systems and equipment shall have a suitable means of cutting off the electrical power and isolating it.
- That electrical systems or equipment which are decommissioned, dismantled or abandoned are made dead and isolated from every source of electrical energy.
- That all work on live electrical systems or equipment should be performed in exceptional circumstances only. Work on or near live electrical conductors (other than one suitably insulated) is not permitted unless:
 - It is unreasonable in all the circumstances for it to be dead;
 - It is reasonable in all the circumstances for the work to take place while the conductor is live; and
 - Suitable precautions are taken to prevent injury.

That before any live electrical is undertaken, the operation is subject to a risk assessment and suitable precautions implemented before work commences:

- That work on or near electrical systems or equipment is only undertaken by persons competent to do so.

SCOPE

This procedure covers all CATENA employees and visitors to CATENA premises.

This policy applies to all electrical systems and electrical work equipment to the extent that they are within CATENA control, bar the exceptions listed below.

This policy does not apply to electrical equipment owned by employees or visitors. Catena recognises that such equipment may be connected to the electrical system. CATENA will accept the use of privately owned double insulated (Class II) equipment as long as it is maintained in good condition and working order and is used in appropriate circumstances.

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This policy does not apply to equipment owned by contractors. CATENA recognises that such equipment may be connected to the electrical system. CATENA will expect contractors to work to a suitable standard that is at least the equivalent of this policy

DEFINITIONS

Electrical equipment means anything used, intended to be used or installed for use, to generate, provide, transmit, transform, rectify, convert, conduct, distribute, control, store, measure or use electrical energy.

A system means an electrical system in which all the electrical equipment is, or may be, electrically connected to a common source of electrical energy, and includes such source and such equipment.

Competence means having the necessary knowledge and experience of the type of work to be undertaken and the skills and ability to complete the work safely. The scope of the knowledge and experience needed includes:

- Adequate knowledge of electricity and adequate experience of electrical work.
- Adequate understanding of the system to be worked on and practical experience of that type of system.
- An understanding of the hazards which may arise during the work and the precautions to that need to be taken; and
- An ability to recognise at all times whether it is safe for work to continue.

“Suitable and safe for use” means deciding if a system or item of equipment is suitable and safe for use, based on due consideration of factors such as:

- The persons who will use the system or item of equipment.
 - The use to which the system or item of equipment will be put; and
 - The environment in which the system, or item of equipment will operate.
- Precautions: in this context includes, but is not limited to:
- Insulation, protection and placing of conductors.
 - Earthing and other suitable precautions.
 - Suitable electrical joints; and
 - Protection from excess currents.

Isolation: means the disconnection from every source of electrical energy in such a way that disconnection and separation is secure against deliberate or inadvertent reconnection.

Live: equipment that is at a voltage by being connected to a source of electricity. Live parts that are uninsulated and exposed so that they can be touched either directly or indirectly by a conducting object are hazardous if the voltage exceeds 50 V ac or 120 V dc in dry conditions and/or if the fault energy level is high.

Dead: means not electrically ‘live’ or ‘charged’.

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RESPONSIBILITIES

The Managing Director is responsible for implementing this procedure throughout CATENA.

They will ensure that:

- Suitable and sufficient risk assessments are carried out with respect to risk to persons and property for the operation and maintenance of the LV network.
- All LV systems are operated and maintained to prevent, so far as is reasonably practicable, danger to persons or property.
- The appointed competent person has the appropriate training, knowledge and experience to prevent danger.
- Only persons authorised to work on the LV network do so.
- Any consultants appointed to advise on the LV network can demonstrate their competence with respect to knowledge, skills and training and have sufficient resource.
- All CATENA employees authorised to work on the LV network have the appropriate initial and refresher training.
- The effectiveness of LV maintenance policies is monitored. Without effective monitoring the duty holder cannot be certain that the requirement for maintenance of the LV system has been complied with.

Employees

The duties placed on the employee are equivalent to those placed on the employer in situations which are in their direct control.

Employees must not put themselves in danger as a result of their lack of competence to carry out the tasks they are attempting.

Employees are responsible for the safety of themselves and others at the place of work.

It shall be the duty of every employee while at work:

- To comply with the provisions of the specified statutory regulations so far as they relate to matters within their control.
- To co-operate with the employer, via the management and supervisory staff, so far as is necessary, to enable the employer to perform on and comply with the provisions of the Electricity at Work Regulations 1989.
- To undertake work in connection with electrical systems only where competent to do so.
- Appreciate the dangers involved in the work being undertaken.
- Recognise when such dangers are present.
- Undertake and implement safe working practices which remove the danger.
- Understand the different types of injury that could occur if the working methods used are faulty or ineffective.

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- Receive sufficient first aid training so as to treat injuries caused by contact with electricity and electrical plant and machinery.

User Checks (visual)

The user should always visually inspect or check the work equipment at every use. (A quick look for obvious damage)

All individuals should report defects in their work equipment. The following list illustrates the range of checks which users should be able to carry out as a routine part of their work:

Inspection	Examples of Faults
Damage (apart from light scuffing) to the insulating sheath around the cable	
Damage to the plug	A cracked casing or bent pins
Joints in the cable other than by use proprietary cable connectors (extension leads)	Unsafe joints would include those using temporary connectors or makeshift connections protected with insulation tape
The outer insulation sheath of the cable is not effectively secured where it enters the plug, equipment or any joint	Obvious evidence would be if the coloured insulation of the internal cable cores was showing
Damage to the external casing of the equipment	Loose parts or screws, dents and/or cracks
Evidence of over-heating	Burn marks or discolouration to plugs, cables or casings
Evidence of inappropriate use	It is wet or excessively contaminated with chemicals, oil, dirt etc

The above checks should include extension leads and associated plugs and sockets as well as the equipment itself. They should be carried out by the user during use, with any faults reported so that remedial action may be taken. Defective equipment should be labelled as faulty, and its associated plug removed if it is not repaired immediately.

Information and Training

CATENA will give sufficient information, instruction and training as is necessary to ensure the health and safety of employees in relation to this policy.

Training

Training and Toolbox sessions will equip staff, with relevant skills to deal appropriately with a given Health and Safety situation. Toolbox is informing such persons of relevant knowledge in relation to Health and Safety. Training and toolbox will be made available in a range of formats

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Effects of Electrical injuries

The effects of electric injuries are well documented in HSE guidance. A brief summary follows:

- Electric shock resulting from current flowing through the body can cause muscular spasm, heart stoppage, breathing paralysis, and deep burns.
- Overheating cables, equipment or appliances can cause burns, fire or explosion.
- Arcing can cause very rapid UV skin burns and blindness.
- Uncertified electrical equipment in hazardous areas may cause ignition of flammable or explosive atmospheres.
- Systems and machinery can operate erratically or run out of control due to electrical faults or electromagnetic interference, causing physical injury.
- Exposure to radio-frequency electrical energy can lead to deep-seated heating of body tissue, with resulting scars or organ damage

The extent of electrical shock damage to the body depends on several physiological factors and environmental conditions however, higher voltages present much greater risk of serious injury or death.

IMPLIMENTATION

CATENA will, in consultation with employees:

- Provide suitable information and training in support of this policy
- Take all necessary measures to remedy any risks found as a result of a risk assessment, so far as is reasonably practicable.

Monitoring Compliance and Effectiveness

Overall responsibility for policy implementation and review rests with the Managing Director. However, all employees are obliged to adhere to and support the implementation of the policy. The Company will inform all employees of the policy and any amendments to the policy

Additional Information

If you require any additional information or clarification regarding this policy, please contact the CATENA office.

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