

**ELECTRICAL SAFETY AT WORK - A GUIDE FOR EMPLOYEES**

**INTRODUCTION**

This guidance has been produced to provide you with information on electrical safety at work. Most of us use electrical equipment daily in our jobs, whether it's working on a computer, using a photocopier or an electric drill.

**MAJOR ELECTRICAL DANGERS**

**FIRE**                      Caused by overheating of electrical circuits and apparatus.

**SHOCK AND BURNS**      Caused by bodily contact with live conductors, metalwork or elements.

**GUIDANCE FOR USE OF ELECTRICAL EQUIPMENT**

**CHECK**

Read and understand the operating manual for the equipment before use.  
Check leads and plugs on portable equipment before use.  
If damaged or broken do not use.

**TEST**

All portable, transportable and fixed electrical equipment as frequently as required. If you know an item has not been tested, report the matter to your supervisor who will take the necessary action.