

OP SERVICES

Safe System of Work

Author		Authorised		Issue No.	1
Description	Electrical Installation & Maintenance	Ref. No.	O.P.S.S. 01	Date	March 2011
Risk Assessment Reference No.	O.P.R.A. 01			Review	1 year

1.0 Purpose

- .1 To identify the hazards associated with electrical work and specify the precautions required to prevent accidents.
- .2 Any problems associated with this SSOW should be brought to the attention of the Management Team.

2.0 Scope

- .1 Applies to technical staff and those working under their control.

3.0 References

- .1 Health and Safety at Work Act 1974
- .2 Management of Health and Safety at Work Regulations 1999
- .3 Workplace (Health Safety and Welfare) Regulations 1992
- .4 Personal Protective Equipments Regulations 1992
- .5 Provision and Use of Work Equipment Regulations 1998
- .6 Electricity at Work Regulations 1989
& Memorandum HSR25
- .7 Safety in Electrical Testing INDG354
- .8 Electrical Safety and You INDG231
- .9 Safety in Electrical Testing: Switchgear and control gear EIS37

4.0 Definitions

- .1 SSOW Safe System of Work
- .2 RCD Residual Current Device

5.0 Procedures

- .1 Before commencing any work, ensure that you are aware of those around you, the actions they may take which impact on your safety or your activity on their safety.
- .2 Consider warning those around you of our intended work. Where possible, keep work area clear by using a barrier.
- .3 ALL WORK should be carried out with the equipment or circuit to be worked on, isolated and proven dead.
 - .3.1 Only testing in accordance with BS 7671 should be carried out with the equipment or circuit energised.
 - .3.2 ONLY limited live testing on equipment should be used under "fault finding" conditions.
- .4 All guards and enclosures should be secure before returning to service.

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- .5 All electrical tools should be visually inspected prior to use. Any suspect tools should not be used until remedial action is taken.
- .6 RCD's should be used on mains supplied tools.
- .7 Consideration should be given to the use of extension leads and the risk of trips and falls.

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Author		Authorised		Issue No.	1
Description	Work at Height	Ref. No.	O.P.S.S. 02	Date	March 2011
Risk Assessment Reference No.	O.P.R.A. 02			Review	1 year

1.0 Purpose

- .1 To identify the hazards associated with Work at Height and specify the precautions required to prevent accidents.
- .2 Any problems associated with this SSOW should be brought to the attention of the Management Team.

2.0 Scope

- .1 Applies to all technical staff and those working under their control.

3.0 References

- .1 Health and Safety at Work Act 1974
- .2 Management of Health and Safety at Work Regulations 1999
- .3 Workplace (Health Safety and Welfare) Regulations 1992
- .4 Manual Handling Operations Regulations 1992
- .5 Personal Protective Equipments Regulations 1992
- .6 Provision and Use of Work Equipment Regulations 1998

4.0 Definitions

- .1 SSOW Safe System of Work
- .2 MEWP Mobile Elevating Work Platform

5.0 Procedures

- .1 Before commencing any work, ensure that you are aware of those around you, the actions they may take which impact on your safety or your activity on their safety.
- .2 Consider warning those around you of our intended work. Where possible, keep work area clear by using a barrier.
- .3 Select the access equipment that is appropriate for the job.
 - .3.1 Do not over-stretch.
 - .3.2 Do not use the top platform of a set of steps.
 - .3.3 Have the ladder footed or tie off at the top.
 - .3.4 Fit all guardrails and toe boards to a tower scaffold.
 - .3.5 Operate a MEWP in accordance with the training and vehicle instructions.
 - .3.6 Be more vigilant when driving a MEWP around the workplace.
 - .3.7 Do not use the MEWP as a crane.