


SAFETY AND HYGIENE REGULATIONS

ELECTRICAL WORK – THE 5 BASIC RULES

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INTRODUCTION	BASIC RULE 1	BASIC RULE 2
<p>These basic rules for electrical work are aimed at people who sometimes have to carry out work in the vicinity of electricity lines and electrical installations, electrical substations, power distribution and control cabinets and boxes, or operators from any specialisation who have to use electrically operated machinery or tools in their work.</p> <div style="text-align: center;">  <p>Risc elèctric</p> </div>	<p style="text-align: center; color: blue;">BEFORE USING ELECTRICAL APPARATUS OR INSTALLATIONS, ENSURE THAT THEY ARE IN GOOD CONDITION</p> <ul style="list-style-type: none"> ✓ Do not use damaged cables, cracked electrical plugs or apparatus with damaged casing. ✓ When extension leads are used, ensure that their sockets have the same number of pins as the electrical apparatus that is going to be connected. ✓ Ensure that electrical conductors are protected, in particular against: <ul style="list-style-type: none"> - burns, - contact with corrosive products, - cuts caused by sharp tools, machines in operation, sharp edges, etc. ✓ Periodically inspect all the electrical components: cables, sockets, etc. 	<p style="text-align: center; color: blue;">WHEN YOU USE ELECTRICAL APPARATUS OF INSTALLATIONS, ONLY MANIPULATE THE CONTROLS THAT ARE PROVIDED BY THE MANUFACTURER OR THE INSTALLER</p> <ul style="list-style-type: none"> ✓ Do not alter or modify the safety devices. ✓ Do not alter the adjustment of the controls or block them. ✓ To disconnect a plug, always pull on the plug itself, never the electrical cable. ✓ Once you have completed a task, disconnect all of the cables and extension leads.

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BASIC RULE 3	BASIC RULE 4	BASIC RULE 5
<p>DO NOT USE ELECTRICAL APPARATUS OR WORK ON ELECTRICAL INSTALLATIONS IF THEY HAVE ACCIDENTALLY GOT WET OR IF YOU HAVE WET HANDS OR FEET</p>	<p>IN CASE OF A FAULT OR AN INCIDENT, CUT OFF THE ELECTRICITY SUPPLY AS A FIRST MEASURE, THEN LIMIT ACTIONS TO BASIC OPERATIONS, SUCH AS CHANGING A LAMP OR A FUSE</p>	<p>IN CASE OF A FAULT, POWER CUT OR ANY OTHER ANOMALY THAT IS BEYOND YOUR SKILLS, CALL AN ELECTRICIAN AND DO NOT USE THE FAULTY APPARATUS UNTIL IT HAS BEEN REPAIRED</p>
<p>✓ In wet environments, ensure with the help of an electrician that all electrical machinery and all elements of the electrical installation meet the conditions of use described for these cases.</p> <p>✓ Avoid using electrical apparatus or equipment:</p> <ul style="list-style-type: none"> - If it is raining or wet. - When the cables or any other electrical material crosses puddles, etc. - When your feet are in water or any part of your body is wet. 	<p>✓ To change a lamp:</p> <ul style="list-style-type: none"> - Cut off the electricity supply using the switch or preferably the circuit breaker. - When the lamp is powered through a socket, pull out the plug from the socket. <p>✓ To replace a fuse:</p> <ul style="list-style-type: none"> - Cut off the electricity supply using the switch or preferably the circuit breaker. - Put a sign on the disconnected switch stating “DO NOT SWITCH ON – MAINTENANCE WORK” - To replace fuses, always use others of the same kind and fuse rating. - Before using the electrical equipment again, put the protective cover back on. - If the new fuse blows or the reset circuit breaker is activated automatically, do not change the fuse again or fit one with a higher rating. Do not reset the automatic circuit breaker. 	<p>✓ This rule applies to the following situations, among others:</p> <ul style="list-style-type: none"> - The typical tingling sensation as a result of as the result of electrification when you touch electrical apparatus. - Appearance of sparks or smoke from an apparatus or cables. - Overheating of a motor, wire, cable, cabinet or falling of an overhead line to the ground. In this case, do not approach the damaged line. <p>✓ To help a person (disconnect them) who is undergoing an electric shock:</p> <ul style="list-style-type: none"> - Do not touch them, but immediately shut off the electric current. - If this takes too long or the power supply cannot be switched off, try to disconnect the person using an insulated material (a wooden board or pole, a wooden chair, etc.). - In all cases, immediately call emergency medical services.