

HSE Electricity Employees responsibility

THE RESPONSIBILITIES OF AN EMPLOYEE

The Electricity at Work Regulations require two things of you as an employee. Firstly, that you should cooperate with your employer to ensure that safety policies are carried out, and secondly, that you take whatever steps are necessary to ensure safety in matters within your control.

This document sets out the contribution that you can make to avoid these dangers.

List all the electrical appliances in your immediate work area. Include those not actually plugged in at the time you look. You may need to use a certain amount judgement as to exactly what is your area. All employees have some part of their workplace that they can call their own.

Draw a sketch of your work area showing the positions of all the electric sockets and switches. It is the responsibility of all employees to continually

- 1) Look for signs of danger in appliances,
 - i) such as cracks or splits in the lead
 - ii) leads not securely fastened at either end
 - iii) broken outer casing incorrectly operating switches.
- 2) look for potential dangers in the way appliances are used
 - i) convector fires too near to flammable material (e.g. coat stands)
 - ii) long trailing leads to appliances; appliances operated near water (cg kettles on draining boards).
- 3) Switch off/unplug appliances before working on appliances; for example:
 - i) changing bits on an electric drill
 - ii) clearing a paper jam from a photocopier.
 - iii) servicing computers, displays and accessories such as printers and scanners
- 4) Reporting faults - there needs to be a clearly established channel of communication
 - i. In the first instance to the supervisor
 - ii. Also to management
- 5) Action in the event of emergency.
 - i) Do you know where the mains switch and the first aid kit is situated? If not locate them
 - ii) Do you know and understand the procedure for reporting accidents?
- 6) Action in the event of a power failure. Unless appliances are switched off, they may start up unexpectedly when the power comes back on.