

THIS MAY, THINK ELECTRICAL SAFETY

WHY IS ELECTRICAL SAFETY IMPORTANT?

Electricity is a useful and indispensable part of everyday life, but it also has the potential to injure, or kill and can cause damage to property. There are a few simple precautions we can take when working with, or near electricity, that can significantly reduce risk of electrical injury to you and others around you.

WHAT SHOULD YOU AIM TO DO?

- Ensure that all wires/connections are in good condition (i.e. there are no exposed, loose, or entangled wires/connections)
- Ensure that all 'plug in' electrical equipment is being regularly tested and inspected (Portable Appliance Testing) by a competent person
- Inspect regularly to ensure that electrical outlets and extension leads are used correctly i.e. no 'daisy-chaining' or overloading of extension cords/outlets.
- Organise cables such that they are neat, secured and well ordered (i.e. no trip hazards)
- Locate sockets and electrical equipment away from sinks/drains/water supplies (to avoid water splashing on them)
- Ensure only appropriate equipment is used - inappropriate/unauthorised equipment brought in from outside QMUL should not be used e.g. portable heaters or kettles.

USEFUL TIPS

- Remove any equipment with visible latent defects, for example fraying, cuts or heavy scuffing on the lead (e.g. from floor box covers), or damage to the plug (e.g. to the cover or bent pins).
- Remove equipment where tape has been used as a temporary fix to join wires together.
- Dispose of equipment where coloured wires inside the lead are visible near the plug.
- Check for damage to the equipment, including loose parts or screws on outer cover.
- Check also for signs of overheating, such as burn marks (common on hotplates) or staining on the plug, lead or piece of equipment.
- Store your electrical equipment appropriately – remove any that are used/stored in unsuitable conditions, e.g. wet/dusty environments.
- Ensure cables are stowed out of the way & are not trapped under furniture/floor boxes.
- Label plugs of important equipment to ensure they are not accidentally turned on/off.