

Safety Toolbox Talk

SAFE USE OF PORTABLE ELECTRICAL EQUIPMENT

Portable electrical equipment can become damaged or defective.

Before using portable appliances a visual examination can normally readily identify defects that could affect safe use.

- Check the casing for damage, such as cracks, impact damage or excessive wear or abrasion. If faulty DO NOT USE.
- Examine the controls, including STOP/START – are these readily accessible? Do they function freely? In particular, does the STOP control work correctly?
- Is the supply cable free from damage – no cuts, no flattened areas resulting from impact damage, no makeshift taped repairs? If any of these are present, DO NOT USE.
- Are the cable connections sound, and is the outer cable sheathing complete and secure within the terminations?
- Is the coupler or supply plug free from damage? Is it suitably restrained with no exposed conductors when inserted into the supply socket?



Portable appliances should be supplied via 110 volt circuits, and the outlets (sockets) are colour coded yellow. The supply cable to the appliance should also be coloured yellow.

Occasionally it may be necessary to use equipment fed with a higher voltage, and again these are colour coded.

- 240 volt outlets (sockets) are colour coded blue.
- 415 volt outlets (sockets) are colour coded red.

Remember – you may not get a second chance – make yourself safe **ALWAYS**.

QUESTIONS – (there may be more than one correct answer)

| | | A | B | C |
|----------|--|---|--|--|
| 1 | Do you need to be an electrician to examine portable equipment? | Yes – you're checking for electrical faults | No – you are checking for visual defects | Sometimes |
| 2 | What voltage should portable equipment be? | 415V | 110V | 240V |
| 3 | If you notice an appliance damaged, what should you do? | Put it to one side and use another | Tell your mate not to use it | Report it immediately to your supervisor |
| 4 | You should never try and repair electrical equipment unless you are authorised to do so. Why? | You would save the company money | It could fail at a later date and injure someone | Could cause electrocution to you or someone else |
| 5 | What colour would a 415V outlet socket be? | Red | Blue | White |

Names of those who attended this Toolbox Talk

| Name (Print) | Signature |
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