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OCCUPATIONAL SAFETY & HEALTH PROGRAMME

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SAFE WORK INSTRUCTION

Task Operation: USE OF EARTH LEAKAGE CIRCUIT BREAKER (E.L.C.B.) RESIDUAL CURRENT DEVICE (R.C.D.) AND EXTENSION CORD			Form SW 016 Rev A
Special Comments: This procedure is to be used with any operating manuals or training relevant to the tasks. This equipment must only be used by persons who have received the appropriate training.			
<i>ACTIVITY</i>	<i>HAZARDS</i>	<i>HOW TO DO IT</i>	PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS
Steps in order of performance	Applicable to each step	Identify Equipment, Safety Quality and Performance Requirements	
Preparation	Electrocution Burns	<ul style="list-style-type: none"> · Do not operate electrical equipment/leads in wet areas · Ensure adequate lighting is provided at all times · Inspect ELCB/RCD and associated cord exposed inner wiring or damaged insulation, damage to plug, damage to plastic box and associated switches and sockets · Connect device to appropriate mains outlet and check operation by activating test switch on ELCB/RCD · Ensure current Inspection Tag is on equipment · If damage or faults are found "Out of Service" tag equipment and report to Supervisor immediately 	 
Operation	Electrocution Burns	<ul style="list-style-type: none"> · Flexible extension cords must be used in conjunction with a portable ELCB/RCD. The ELCB/RCD must be placed between the outlet and flexible extension cord, NOT between the cord and appliance · Should an ELCB/RCD trip during equipment operation the ELCB/RCD should not be reset until the cause of the trip has been ascertained and the cause either rectified or removed <p>Note: All portable ELCB/RCD's used on site are to be tested monthly and calibrated on a three monthly basis and the results logged by the supervisor, in accordance with AS3760,AS3012 and WorkCover Electrical Practices for Construction Work</p>	
After Use Care		<ul style="list-style-type: none"> · When the task is completed, lead and portable ELCB are to be coiled and stored away in their designated storage area 	