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|  | Safe systems of workTool box talk |  |
| LIVE WORKING**Main Risks**1. Death or serious injury from electricity.
2. Electrical burns.
3. Fire.

**Safe procedure**1. Only trained, competent and authorized personnel may work on any electrical equipment.
2. Work on live equipment should be avoided whenever possible.
3. Electricians should only work on live equipment for fault diagnosis purposes only.
4. Once the fault has been identified, the electrical supply must be isolated and locked-off before any other work commences.
5. The isolation file should be filled in correctly and warning signs posted if the area is to be kept isolated or if the area is remote from the work area.
6. Voltage testers should be used to confirm that the circuit is dead prior to carryout repairs.
7. If a multi-meter is used to confirm the circuit is dead then they should be tested on a known live supply immediately before the test to ensure that they are working correctly.
8. When using a multi-meter always ensure the insulation on the leads and probes is not broken.
9. All electrical cabinets should be kept closed at all times.

ALWAYS WORK SAFELY |

The tool box talk is a **short reminder** of the pertinent facts involved in the process. It should be used as a refresher for all employees involved in the process. It is not a replacement or substitute for initial detailed safety training.

The date and names of those who have received the tool box talk should be recorded on the reverse of the documentation and signed by those attending.