



CHECK YOUR ELECTRICS

A Short Guide to Visually Checking Electrical Equipment – for Work and Home

WHY ARE REGULAR CHECKS IMPORTANT?

We all depend on electrical equipment such as PCs, phones or heaters. We use them in the office, lab or kitchen, because they make life easier and safer. Yes, they are safe when in good working order and used correctly, but when damaged or old they can create serious risks in our workplaces or homes.

WHAT ARE THE RISKS?

Touching live parts can kill. Whether you receive an electrical shock or you are thrown clear following electrocution, the results can be fatal. Direct contact with electricity can also cause burns and fires.

A CURRENT RISK

Battery operated devices such as mobile phones and laptops are by our sides day and night and need to be treated with caution.

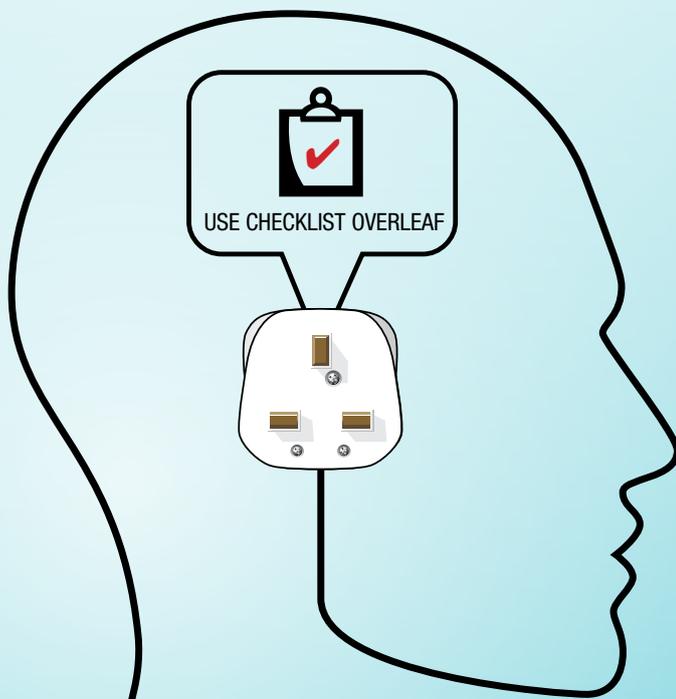
If the battery or charger is overheating, have it checked or replaced. Chargers should never be left plugged in unattended and never close to any potentially flammable materials, like fabric.

REPAIR OR REPLACE



Many of us hold onto old equipment that doesn't work and that we know to be unsafe. The cost of repairing electrical equipment is often greater than the cost of replacing it. For your safety and that of your colleagues or family members arrange for defective electrical equipment to be directly disposed of (if it's not going to be repaired).

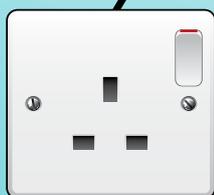
We all need to carry out regular checks of the electrical equipment we use. In many cases this visual check (overleaf) is all that will be required. Equipment that is more likely to be damaged such as in laboratories or damp areas will need further inspection or testing by trained staff. This is explained further in the University's "Electrical Safety – Portable Equipment" Policy (see website for details).



For further resources check out www.universityofgalway.ie/health-safety

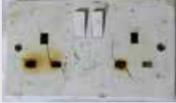
CLICK A-Z THEN CLICK ELECTRICITY

Contact Buildings & Estates to report any concerns with electrical supply in the University



COMPLETE YOUR VISUAL CHECK

Defects found = = All ok

CHECK THAT...	PHOTOS OF OBVIOUS DANGERS	WHAT YOU FOUND?
<p>Plugs</p> <ul style="list-style-type: none"> The plug is not damaged. The cable is properly secured into the plug with no internal coloured wires visible. No cracked cover or bent pins. The plug is correctly wired (only if you are competent to check this).* The correct fuse is being used: check the equipment rating plate or instruction book.* 		
<p>Cables</p> <ul style="list-style-type: none"> The cables are not damaged or frayed through wear and tear, or by furniture. There are no loose connections to plugs and equipment. The cable has not been repaired with insulating tape or an unsuitable connector. If using a floor box, ensure the outlets/cable ways in the lid are being used. These outlets are designed to feed the cable out safely. 		
<p>Equipment</p> <p>The outer cover of the Equipment is not damaged in a way that will give rise to electrical or mechanical hazards. Check also for loose parts or missing screws.</p>		
<p>Correct use of equipment</p> <p>There is no evidence that the equipment has been used or stored in a wet, dusty or dirty location.</p>		
<p>Overheating</p> <p>There are no burn marks or stains that suggests the equipment is overheating (cables and plug tops also).</p>		
<p>Extension leads</p> <p>Extension leads are used only where absolutely required, that they are not overloaded and they do not create a potential trip hazard.</p>		
<p>Accessories</p> <ul style="list-style-type: none"> Travel adaptors or other electrical accessories must be correct for the electrical equipment in use. Adaptors are not used. Only the charger supplied with the equipment is being used. If a replacement charger is needed it must be obtained from a reputable supplier. Equipment is safe for use in Ireland if sourced elsewhere. 		
<p>Position of cable</p> <p>Ensure cables are not:</p> <ul style="list-style-type: none"> Trailing. A trip hazard. Likely to get damaged. 		
<p>Wall sockets</p> <p>Make sure any damage to the wall sockets or electrical supply is reported to Buildings & Estates via your Departmental Liaison.</p>		

DAMAGED PLUGS OR EQUIPMENT MUST ALWAYS BE REPAIRED BY A COMPETENT PERSON OTHERWISE ENSURE THAT ANY DEFECTIVE EQUIPMENT IS TAKEN OUT OF USE AND SAFELY DISPOSED OF