

AUTHORISATION: Signature

Date

Purpose and Scope

This procedure defines the Company position with regard to Portable Electrical Equipment Inspection and Testing and Greenberg Ltd the Company conveys to employees Greenberg Ltd they should check portable appliances and work equipment before use.

Management of Portable Appliance Inspection and Testing

The Company manages this issue as described in paras 1 & 2 on page 27 of the Company H&S Management Manual. This Manual is briefed out to all employees as and when they are engaged by the Company and again whenever the Manual is revised or updated. In practical terms, the issue of Portable Appliance Testing is managed on an on-going basis by means of an on-going, rolling contract whereby all of our portable electrical equipment is tested each January. This is booked in from year to year to be undertaken in January as close to the 21st as is possible. The Contractor checks every item of Portable Electrical Equipment on the schedule and also, as a double check, asks each member of staff whether they have acquired any new items of equipment during the year. If he finds any defect he reports this immediately to the user of the equipment and also the Manager concerned. Any such equipment is then withdrawn from service and either repaired or replaced (the faulty equipment being disposed of in accordance with WEEE Directive).

All new items of electrical equipment are purchased through the Company's purchasing system and are required to be inspected/tested or have a certificate to that effect before they are released by the purchasing department for use at work.

Onsite Portable Appliances

With regard to Onsite Works it is part of our site setup procedure (please see paras 11, 12 and 13 on page 23 of our H&S Management Manual) to identify all of the Portable Electrical Equipment that will be used on site as well as any other site electrical hazards that may be presented by the works. There is also a double-check in the system by means of the site-specific risk assessment procedure (please see Health and Safety Protocol HSP04) that ensures that all electrical hazards (particularly those presented by Portable Electrical Equipment) are identified. This is covered in the paragraph on page 2 of HSP04 entitled Onsite Works and more specifically in the checklists that have to be followed by the Contracts Manager in this respect. Please see details of these checklists on pages 10 and 11 of our Health and Safety Protocol HSP04. Other aspects of electrical safety are covered by paragraph 5 on page 27 of the Company H&S Management Manual

Employee Involvement in Portable Appliance Inspection

All of the above procedures have been briefed out to all employees and are well understood by them. Once the Portable Electrical Equipment test records are received on site, the results of the tests are briefed out to employees so that they know that all of the equipment on site has been confirmed as being in good order. All employees have also been briefed as to the requirement for them to visually inspect the Portable Electrical Equipment being used by them at the beginning of every work day to ensure that it is still in good working (please see paragraph (1) of the Plant and Equipment section on page 47 of the Health and Safety Management Manual). All employees have also been advised as to what they should do if they discover any problem or fault with this equipment - please see paragraph 3 within the Powered Equipment and Hand Tools section on page 43 of the H&S Management Manual and also in the Plant and Equipment section on page 47 of the H&S Management Manual.