

ACCESSING AND SWITCHING OPERATIONS ON DB BOARDS



Company Name:	SOP Number:
Address Details:	
Revision:	Revision Date:
Document Date:	Approved By:
Created & reviewed by: My Safety Shop Pty Ltd	

INTRODUCTION

A safe operating procedure (SOP) is an integral part of the risk management process as it outlines the hazards, risks and associated controls measures to be applied to ensure the task/activity is conducted in a way to reduce the risk of injury.

RESPONSIBILITY

It is the responsibility of each individual to carry out all tasks safely and in the prescribed manner. Supervisors and Departmental Managers are responsible for ensuring compliance with the prescribed guidelines set out in this document.

REFERENCES

Occupational Health and Safety Act 85/1993

- Section 8(2)(b) taking such steps as may be reasonably practicable to eliminate or mitigate any hazard or potential hazard to the safety or health of employees, before resorting to personal protective equipment.
- Section 8 (2)(d) provides such information, instructions, training and supervision as may be necessary to ensure, as far as reasonably practicable, the health and safety at work of his employees.
- Section 8(2)(j) causing all employees to be informed regarding the scope of their authority as contemplated in section 37(1)(b).
- Section 13 Without derogating from any specific duty imposed on employers by this Act, every employer shall - (a) as far as is reasonably practicable, cause every employee to be made conversant with the hazards to his health and safety attached to any work he has to perform, any article or substance which he has to produce, process, use, handle, store or transport and any plant or machinery he is required or permitted to use, as well as with the precautionary measures which should be taken and observed with respect to those hazards.



A distribution board (also known as panel board or breaker panel) is a component of an electricity supply system that divides an electrical power feed into subsidiary circuits, while providing a protective fuse or circuit breaker for each circuit in a common enclosure

POTENTIAL HAZARDS:

- Electrical Hazard: Exposed electrical wire on DB board
- Electrical Hazard: Gap in DB front cover reveals exposed electrical wires on db board
- Fire Hazard: Electrical short on DB board
- Fire Hazard: Exposed electrical wire on a DB board
- Fire Hazard: Hot electrical wire on a DB board
- Physical Hazard: Uncontrolled access to a DB board by unauthorised persons
- Physical Hazard: Nip points between DB board door and DB board housing
- Physical Hazard: Sharp edges of DB cover

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RISK ASSESSMENT CONTROL MEASURES:

Appointment Letters	Fire Equipment Inspector
Appointment Letters	Electrical Installation Competent Person
Barriers	Electrical Cover
Barriers	Covers
Certificates	Electrical Compliance Certificate
Communication Awareness	General Health and Safety
Communication Awareness	Electrical Safety and Housekeeping
Inspections	DB Board Inspection Checklist
PPE - Shoes	Safety Shoe PU Sole
Safe Operating Procedure	Accessing and Switching Operations on DB Boards
Safety Signs	Fire Fighting Information - FB1 - Location of Fire Fighting Equipment
Safety Signs	Warning - WW7 - Beware of Electric Shock
Training	General Health and Safety - Induction Training
Training	Task Analysis and SOPs

REQUIRED PERSONAL PROTECTIVE EQUIPMENT:



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PRE-OPERATIONAL SAFETY:

- Distribution boards must be kept closed and locked at all times.
- All circuits must be numbered and named so that they may be easily identified.
- Only an Electrical Competent Person may work on a distribution board / electrical circuit.
- Nothing must be stored inside a distribution board box.
- Do not use water or any other liquid to clean the distribution box: it could seep into the circuits and cause a short circuit.

OPERATIONAL SAFETY:

- Never by-pass any safety device on a distribution board.
- If the safety switch keeps on tripping, have it repaired by an Electrical Competent Person.
- Ensure that all open spaces on the distribution board are closed to avoid making contact with electricity

HOUSEKEEPING REQUIREMENTS:

- Switch off machine
- Leave the machine in a safe, clean and tidy state

REVIEW:

This procedure is required to be reviewed every three (3) years, unless in the event of a near miss, incident or accident, at which point all new control measures or possible hazards or change in procedures are to be reviewed and documented

TRAINING:

All employees who are responsible for carrying out this task are to be trained on this procedure within 7 days of commencement of work, and each time this procedure is reviewed re-training is to be conducted. Records of all training are to be kept.

INCIDENT HISTORY

Department	Incident Description	Date of Incident	Claim Number

