



## ELECTRICAL SAFETY MANAGEMENT

IET CODE OF PRACTICE

COURSE 360: 1 DAY: Max 8 Candidates

We know that there is a risk of injury when using electricity - but there are also issues such as disruption to business, financial penalties and prosecutions - which can impact on the positive aspects of day to day working. The IET have recognised this and have created a code of practice to give structure to managing electrical systems through safe principles of working.

### PARTICIPANTS

This course is intended for Engineering and Maintenance Managers and other employees who have responsibilities for policies / procedures or the allocation of work or the condition of equipment. Prospective candidates should have recently attended the course on the EAW Regulations, see course 380.

### COURSE PRESENTATION

During the presentation, candidates will explore the code of practice, reinforce their knowledge of management tools to assist in the electrical control issues and complete the self assessment evaluation for their business.

### COURSE OBJECTIVES

On completion of the course, participants will understand:

- how to apply the IET Code of Practice
- how the code of practice impacts on policies, procedures and people
- how competence should be verified
- the control measures that may need to be employed against the hazards of electricity
- how to conduct a self-assessment of a company's electrical safety system
- how to interpret results and gather information to provide continuous improvement.

**Successful completion of the course leads to the award of the Technical Training Solutions Certificate of Achievement 360: Electrical Safety Management (IET Code of Practice).**

# What do candidates on the Electrical Safety Management course actually do?

The Electrical Safety Management course is often 'tuned' to suit the audience and our instructors like to get feedback from the candidates as the course progresses but the following gives a general breakdown of the main parts of the course.

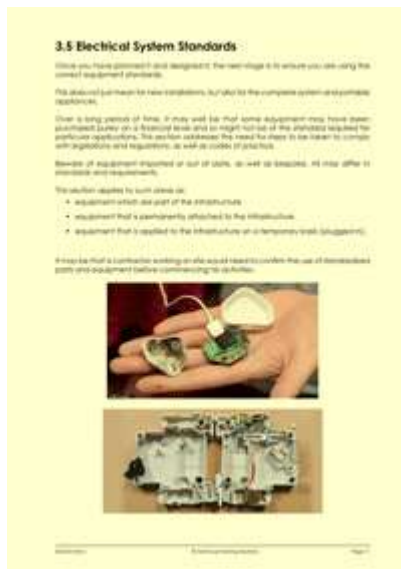
We begin by looking at the need for management of Electrical Safety. Electricity can be lethal, but there are other risks associated with electricity that modern companies need to limit and manage. The IET have created a code of practice to help all sizes of business to create or improve on their electrical safety systems.

On the course we are able to accommodate both technical and non technical candidates, helping them to identify and drive forward new changes or shifts of focus without the need for an in depth knowledge of electrical engineering.

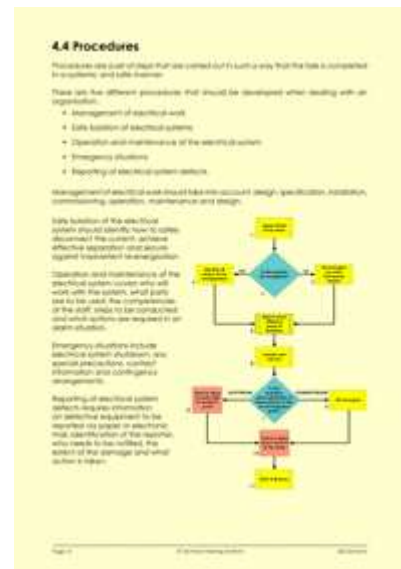
During the course we talk about how the code of practice looks at such things as the company's policies, or statements of intent, and how they can mould the view of electrical safety, leadership, design, standards and performance.



The course then looks at procedures for getting the job done safely and to the company's Standard. Risk assessments and method statements all form part of this.



**Candidates on the Electrical Safety Management training course look at how various common electrical components can fail and the safety impact that these failures might produce. This is one of the pages from the course notes.**



**Candidates on the Electrical Safety Management training course study why procedures are so important and look at various examples of, for example locking-off procedures. This is one of the pages from the course notes.**

Lastly, we talk about training, competency and authorisation.

Once we have discussed what the company has in place, we then work through the IET self assessment. Through a group of 3 pointed questions, we will find areas to improve or focus on.

Do you restrict access to switchroom areas?	Score
1. No specific restrictions are in place	
2. Some switchroom are restricted against unrestricted access	
3. All switchrooms are secured against unrestricted access	
Do you use approved and approved tools and test instruments on your premises?	Score
1. Approved tools and test instruments are not used	
2. Approved and approved tools and test instruments are sometimes used	
3. Approved and approved tools and test instruments are used in all circumstances in a majority of instances	
Do you use safe working practices that consider time or repetitive working?	Score
1. No specific provisions are in place	
2. Some practices are in place	
3. All time and repetitive working are controlled working practices	
Do you use safe working practices covering access requirements?	Score
1. No specific provisions are in place	
2. Some practices are in place	
3. All access requirements follow appropriate working practices	
Do you use safe working practices for working adjacent to electrical cables and overhead power lines?	Score
1. No specific provisions are in place	
2. Some practices are in place	
3. All work adjacent to overhead cables and overhead power lines follow appropriate working practices	
<b>4.3 Workplace provisions</b>	
Do you have electrical safety workplace provisions?	Score
1. No specific workplace provisions have been identified	
2. Some safety provisions have been identified and communicated verbally to staff in the workplace	
3. All safety provisions have been identified and communicated effectively to staff in the workplace	

<b>4.4 Procedures</b>	
Do you have a procedure for managing electrical work?	Score
1. There is no procedure in place	
2. A verbally agreed procedure is in place	
3. A written procedure has been produced	
Do you have a procedure for safe isolation of electrical systems?	Score
1. There is no procedure in place	
2. A verbally agreed procedure is in place	
3. A written procedure has been produced	
Do you have a procedure for the operation and maintenance of electrical equipment?	Score
1. There is no procedure in place	
2. A verbally agreed procedure is in place	
3. A written procedure has been produced	
Do you have a procedure covering emergency situations?	Score
1. There is no procedure in place	
2. A verbally agreed procedure is in place	
3. A written procedure has been produced	
Do you have a procedure for reporting electrical system defects?	Score
1. There is no procedure in place	
2. A verbally agreed procedure is in place	
3. A written procedure has been produced	
<b>4.5 Electrical system maintenance</b>	
Do you have a programme for maintenance of the low voltage electrical installation?	Score
1. No planned maintenance. The electrical installation may only be repaired or replaced after a problem occurs	
2. Some maintenance is carried out. The electrical installation is not routinely inspected and tested at a consistent frequency. Some documentation may be kept	
3. Routine maintenance is carried out. The electrical installation is routinely inspected and tested at a consistent frequency	

This is Section 4 of the Self Assessment Questionnaire used at the end of the Electrical Safety Management course to highlight areas that may need attention.

This is part of the Self Assessment Questionnaire used at the end of the Electrical Safety Management course to help with site procedures.

Armed with this, any company will be able to understand where it is falling behind and where to concentrate labour, time and money.

**If you would like to learn more about the Electrical Safety Management course then please call us.**



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