## 1. Haringey Council Policy

1.1 It is the policy of Haringey Council to protect all persons on its premises from the risk associated with the supply and use of electricity and electrical equipment and from works directly or indirectly on electrical installations.

## 2. Scope of Procedure

2.1 This procedure applies to all Haringey Council premises and work activities. It describes the arrangements for the safe use of electrical power supplies, distribution, and connection of hard-wired installations including machinery and electrical equipment.

2.2 Also covered are actions to be taken in relation to the selection and procurement of electrical equipment, actions to ensure works involving electricity are carried out safely and the maintenance arrangements for electrical equipment and installations.

## 3. Key Terms and Summary Information

3.1 Key Terms

| | |
|---|---|
| Electrical equipment | Electrical equipment as defined in the Regulations includes every type of electrical equipment from, for example, a high-voltage transmission overhead line to a battery-powered hand lamp. |
| Extension lead - cable reel  | Usually coiled on a drum, this is used to provide electrical power to a point that is not in close proximity to a fixed socket outlet. The cable must be fully extended from the drum and the rated current must not be exceeded. Care must be taken that, particularly in the case of those reels with long length extensions, that they are capable of carrying the load (the cable is often of a smaller diameter to achieve the length and is only rated at 5 or 10 Amps. Some cable reels incorporate a cut-out but this will only trip if the current rating is exceeded. It does not normally incorporate protection against electric shock thus a Residual Current Device should be used in conjunction with the cable reel. |
| Extension lead 3-4 way adapter  | Generally 3-4 way devices, though can be larger, these are used to power more than one device, usually where there is an inadequate number of fixed socket outlets. They can be individually switched and can incorporate surge protection. As with cable reels they do not normally incorporate protection against electric shock thus a Residual Current Device should be used in conjunction with the extension lead when used continuously at full capacity. |
| Fixed electrical installation | Electrical systems which are normally part of the structure of the building or wired into the building circuit and are not portable e.g. emergency lighting systems, fuse boards and fire alarms. |

| | |
|---|---|
| Fixed socket outlet  | This is the standard socket outlet found in most offices, etc. It is rated for a maximum 13 Amp appliance. |
| High voltage | High voltage is a voltage in excess of 1000 V ac (alternating current) or 1500 V dc (direct current). |
| Isolation | Isolation means to disconnect from the source of power by means of a locking mechanism, circuit breaker or similar device, or in the case of portable equipment being unplugged. |
| Live work | Live work is work on or near conductors that are accessible and 'live' or 'charged'. Note that testing of live exposed conductors using a test instrument is live work. |
| Low voltage | Low voltage is a voltage up to and including 1000 V ac or 1500 V dc. |
| Multiway adapters  | These items allow more than one device to be plugged into a single socket outlet. Many of them are not fused thus there can be local overheating should the adapter be overloaded. There is also a risk of mechanical damage to the socket outlet due to the weight of additional plugs and cables. **The use of multiway adapters anywhere in premises under the control of Haringey Council is forbidden.** |
| Portable appliance | Any portable, transportable or moveable appliance or machinery which can be plugged into the electrical distribution system through a socket outlet. |
| Residual Current Devices    | A Residual Current Device (RCD), sometimes known as a Residual Current Circuit Breaker (RCCB) or an Earth Leakage Circuit Breaker (ELCB) is a device that disconnects a circuit whenever it detects that the electric current is not balanced between the energized conductor (live conductor) and the return neutral conductor. Such an imbalance may indicate current leakage through the body of a person who is grounded and accidentally touching the energized part of the circuit. The use of an RCD is strongly recommended when extension cables are in use and is a requirement in the circumstances detailed in paragraph 7.2. They should operate at a trip current not exceeding 30mA and in a time not exceeding 20mS.<br><br>RCDs may also be installed in mains distribution panels (or consumer units). If this is the case they will protect all outlets on a particular circuit. This is not recommended in workshop areas as, should the RCD trip, other machinery will stop but could then re-start unexpectedly when the trip is remade.<br><br>Fixed socket outlets can also incorporate an RCD and this is recommended for workshops where, should the RCD trip it will only cause local equipment to stop and the danger of unexpected re-start is minimised. |

# 4. Responsibilities for Implementation

## 4.1 Duty Holder

4.1.1 Haringey Council is the duty holder under the Electricity at Work Regulations 1989 in respect of the properties under the Council's control. While the employer's duties under these Regulations cannot be delegated, the Council has nominated responsible persons, both within and outside the Council, to assist in complying with these duties.

4.1.2 The Council will ensure adequate resources are provided for the full and effective implementation of this procedure.

4.1.3 Persons within the organisation appointed as responsible persons will have suitable competence, qualification and authority to carry out their duties.

4.1.4 Any third party or external organisation appointed as responsible persons must have the relevant technical knowledge and experience.

4.1.5 The employer in a school varies with the type of school, and so will be the duty holder. For local authority managed schools, e.g. community schools and voluntary-controlled schools, the employer is the Council. For voluntary-aided and foundation schools, it will be the school governors, and for academy and Free Schools, the academy trust will be the employer. For independent and fee-paying schools, it may be the proprietor, governors or trustees.

## 4.2 Nominated Responsible Persons

4.2.1 The following post holders are responsible persons under this procedure and are nominated to assist Haringey Council in meeting its duties under the Electricity at Work Regulations 1989:

i. Corporate Landlord (for corporate and community buildings)

ii. Commercial Properties Manager (for commercial properties)

iii. School Heads (for community and voluntary-controlled schools)

iv. Premises Managers (for buildings they manage)

v. Main contractor, for their electrical equipment and for the activities they are working on whilst carrying out electrical works.

4.2.2 The following third parties have been nominated to assist the Council in meeting its duties under the Electricity at Work Regulations 1989:

i. Homes for Haringey Council (for residential properties).

ii. Amey Plc (buildings covered under the Haringey-Amey contract).

## 4.3 Employees

4.3.1 Employees must cooperate with their line manager to enable the line manager to comply with the requirements of the regulations and to ensure that they comply with the requirements of the regulations so far as they relate to matters under their control.

## 5. Specialist Advice

5.1 The Corporate Landlord is the Council's competent source of advice on electrical safety and should be the first point of call on all electrical safety related enquiries.

5.2 Other internal sources of advice on electrical safety include the Corporate Health and Safety Team, Responsible Persons and Building Control.

5.3 Where need dictates, the Council, through the responsible persons, will seek professional advice from external consultants.

## 6. Other documents you may need to consider

### 6.1 Legislation and Guidance (hyperlinks if available)

6.1.1 Electricity at Work Regulations 1989

6.1.2 Electrical Equipment (Safety) Regulations 2016

6.1.3 Requirements for Electrical Installations (BS 7671: 2008 + Amendment 4: 2018 (18th Edition)

6.1.4 HSG 85: Electricity at Work – Safe Working Practices

6.4.5 The Waste Electronic and Electrical Equipment Regulations 2006

## 7. Action to Take

### 7.1 Risk assessment

7.1.1 The use of individual well-maintained portable electrical equipment does not normally require a risk assessment per item, unless it presents a significant risk.

7.1.2 Low risk portable appliances should be risk assessed together, stating what control measures are implemented to minimise their risk from the electricity point of view. The following control measures must be included:

a) Portable appliance testing, stating their frequency (see 7.8.2)

b) Visual inspections (see 7.7)

C) Faulty equipment will be labelled "Not for use" and removed immediately for repair or disposal.

7.1.3 Work on fixed electrical systems may have a number of associated risks which should be fully considered and controlled prior to the onset of work. An electrical permit to work (see appendix 2 for the permit and 3 for the process to complete it) should be completed and risk assessment carried out where necessary.

7.1.4 Whenever work involved a high voltage system, the responsible person must ensure a safe system of work is implemented before works commences. This type of work must be only carried out when isolation is not possible. Work on high voltage must only be carried out by competent persons with the right training, skills and experience.

7.1.5 Issues such as the presence of asbestos, proximity of service users and alternative accommodation should be considered.

## 7.2 Use of electrical equipment and appliances

7.2.1 Where electrical equipment or appliances are to be used outdoors or in hazardous environments, a suitable and sufficient risk assessment should be completed. All electrical equipment used outdoors, where fish tanks use mains voltage equipment (e.g. pumps heaters and lighting) and where any mains voltage electrical equipment is used in a harsh environment, it is required to have residual current device (RCD). The RCD used to provide this protection, is required to have a residual operating current not exceeding 30mA.

7.2.2 The socket outlet used to supply equipment used outdoors should have RCD protection and this is normally provided by an RCD installed in the consumer unit or distribution board. A suitable waterproof externally mounted socket incorporating residual current protection may be used where the rating does not exceed 30mA. If there is any doubt, a plug-in portable RCD should be used.

7.2.3 The RCD protection should be tested at least once a week. When the plug-in type of RCD is used it should be tested prior to use on every occasion.

7.2.4 The Corporate Landlord or relevant responsible person arranging for contractors to undertake work should ensure that all electrical equipment used on Council property is subject to a programme of inspection and testing.

7.2.5 Use of extension leads/blocks

7.2.5.1 The use of extension cables with or without multi-way extension blocks is discouraged and should only be used as a temporary measure. Regular use of an extension lead indicates the need for additional fixed socket outlets. Nevertheless, their use could be acceptable in office environments where PC, laptops, phones and other low consumption items are plugged to the extension cables.

7.2.5.2 Where they are used, three-core cable must be used and the earth conductor must be connected.

Prior to use, the following should be considered:

- does the location of the lead present a trip hazard?
- is the maximum load marked on the extension lead?
- is the maximum load being used within the safe rating?
- has the extension lead undergone a visual check?
- is the lead knotted or twisted?
- is there any strain on the cable (over-stretched to reach a distant location)?
- has the lead been fully unwound from any drum? This is essential to avoid over-heating.

7.2.5.3 Extension cables should never be run under carpets or through doorways.

7.2.5.4 Extension cables must be checked as part of the regular testing programme (i.e. added to the inventory).

7.2.5.5 Extension cables must never be used on another extension cable (daisy chain).

7.2.5.6 The use of multiway adaptors (where the adaptor plugs directly into the socket outlet and thus allows one socket outlet to power more than one appliance) is forbidden. Additional fixed socket outlets should be installed.

## 7.3 Privately owned electrical equipment

7.3.1 Employees wishing to bring their own electrical equipment into Council workplaces must request for approval from the responsible person through their heads of service. Such equipment must be electrically tested before it can be used in Council Property. The only exception is equipment that can be charged by USB when plugged to a Council personal computer/laptop.

The request for approval to use any health-related electrical equipment must be accompanied by a documentation from a suitably qualified medical professional or Occupational Health. The decision on whether or not an electrical equipment is permitted on site lies with the responsible persons. Please see section 4.2.1 for a list of responsible persons by premises category.

7.3.2 The responsibility for approving the use of personal electrical equipment and the subsequent maintenance of the equipment maintenance, in schools is delegated to the School Premises Managers (or Heads in their absence).

7.3.3 Authorised personal equipment must be added to the local equipment inventory.

7.3.4 The owner of any unauthorised electrical equipment will be asked to remove the equipment immediately.

7.3.5 Visitors to Council premises will be able to use their electrical equipment so long as the use is short duration and low consumption e.g. phone or laptop charger. Visitors must take the electrical equipment with them (if move location) and never left them plugged unattended.

## 7.4 Procurement of equipment

7.4.1 Standard electrical equipment procured or leased shall be CE marked for use within the EU, compatible with the UK supply voltage and frequency, and comply with the Electrical Equipment (Safety) Regulations 1994.

7.4.2 Bespoke equipment, for which international or national standards do not yet exist, must nonetheless comply with the fundamental safety requirements of the Electricity at Work Regulations 1989. The responsible person, in conjunction with supplier of the equipment, must satisfy themselves as to the compliance of the electrical equipment with the Regulations.

## 7.5 Repairs and modifications to electrical equipment

7.5.1 No repairs or modifications to electrical appliances are to be carried out unless they are undertaken by an authorised and competent person. Where repairs are carried out, the equipment must undergo combined inspection and testing and the equipment inventory updated.

7.5.2 Repairs carried out in the Council must restore the equipment to its original safety standard, with particular attention to insulation, electrical protection and earthing. Where possible, repairs should be carried out in dedicated workshops by competent persons.

7.5.3 Modifications to equipment need to be assessed by a competent engineer to determine whether the modifications have introduced risks or hazards which were not present in the original design, and act accordingly.

## 7.6 Servicing and testing of electrical appliances

7.6.1 Servicing of electrical appliances should be undertaken in accordance with any instructions from the manufacturer.

7.6.2 All electrical appliances must be routinely examined to ensure that they are safe. There are three levels of examination which should be undertaken, and these are described below in sections 7.7, 7.8 and 7.9. The frequency of inspection and testing will be based upon an assessment which considers the following:

a. The environment in which the equipment is used

b. Frequency and type of use to which the equipment is subjected

c. The age and condition of the equipment

d. The level of portability of the equipment.

7.6.3 The Council will operate a system of labelling equipment as a means of indicating to the user that a satisfactory inspection has been carried out. This will also indicate the date of the next inspection. All 'failed' equipment will be labelled as such and removed immediately for repair or disposal and marked with a "Not for Use" label.

## 7.7 Level 1: User checks and formal visual inspections

7.7.1 Approximately 95% of faults and damage to electrical appliances can be identified by visual inspection. A brief visual inspection should be carried out on frequently used or movable equipment each time it is used. This check should be carried out by the user.

7.7.2 If equipment is used in a harsh environment on a regular basis, a risk assessment should be carried out, a formal visual inspection done and a more frequent schedule

of tests drawn up. The necessity and frequency of formal visual inspections should be based upon a risk assessment but must not exceed six months.

7.7.3 A formal visual inspection should be undertaken by the supervisor/line manager of the equipment user, who should have sufficient knowledge and experience on the equipment and its use. The formal visual inspections should be recorded using the Visual Inspection Checklist (appendix 1).

7.7.4 The formal visual inspection should not include taking the equipment apart. This should be confined, where necessary, to the combined inspection and testing.

## 7.8 Level 2: Combined visual inspection and testing (PATesting)

7.8.1 The responsible person should ensure that an inventory of all electrical appliances is prepared and maintained with the individual identification number for all equipment is recorded.

7.8.2 Electrical appliances must be inspected and tested on a regular basis. The regularity is based on risk assessment. Below there is a table with best practice test periods. A suitable label will be affixed to the equipment indicating:

a. the date of test

b. the date due for re-test

c. the item identification used within the equipment inventory.

| Type | Description | Interval |
|---|---|---|
| Portable appliances | An appliance of less than 18kg in mass that is intended to be moved whilst in operation or an appliance which can easily be moved from one place to another e.g. vacuum cleaner, etc. | Every 2 years |
| Movable equipment | This equipment is either: 18 kg or less in mass and not fixed, e.g. electric fire or equipment with wheels, castors or other means to facilitate movement by the operator as required to perform its intended use, e.g. pressure washer, air conditioning unit. | Every 2 years |
| Hand-held equipment or appliances | This is portable equipment intended for use to be held in the hand during normal use, e.g. drill, etc. | Annually |
| Stationary equipment or appliances | This equipment has a mass exceeding 18kg and is not provided with a carrying handle, e.g. refrigerator. | Every 4 years |
| Fixed equipment or appliances | This is equipment or an appliance which is fastened to a support or otherwise secured in a specific location, e.g. room heater. | Every 4 years |
| Information technology equipment | Information technology equipment includes electrical business equipment such as computers, laptops and mains powered telecommunications equipment, and other equipment for general business use, such as mail processing machines, VDU's, photo-copiers. | Every 4 years (annually if laptop is not in a fixed environment) |

## 7.9 Level 3: Servicing and testing of fixed electrical system

7.9.1 Responsible persons must ensure that all fixed electrical systems at premises under their control are inspected and tested in accordance with the 17th edition of the IEE Wiring Regulations BS7671:2008 + A3: 2015 by an authorised and competent person who is accredited with NICEIC, ECA or an equivalent organisation.

7.9.2 No repair or modification to fixed electrical installation may be undertaken unless they are undertaken by an authorised and competent person who is accredited with NICEIC, ECA or an equivalent organisation.

7.9.3 Any alterations must comply with the requirements of the 17th Edition of the IEE Wiring Regulations. On completion of the work a certificate must be issued which must be retained by the responsible person, who will incorporate it in to the health and safety file of the building.

## 7.10 Live Work

7.10.1 Live work must not be undertaken unless there is no other method of undertaking absolutely essential work. If live work is to be undertaken, a safe system of work must be produced and followed and this system will comply with the requirements of HSG 85 Electricity at Work – Safe Working Practices.

7.10.2 Work of this nature must not be undertaken without prior discussion with the relevant responsible person.

7.10.3 No person may work on or near live conductors or equipment unless:

a. It is not reasonably practicable for it to be dead; and
b. suitable and sufficient precautions are in place to prevent injury; and
c. an electrical permit to work has been issued.

## 7.11 Electrical distribution boards/cupboards/substations and plant rooms

7.11.1 Materials must not be stored on or in distribution boards, cupboards and substations as they may present a fire hazard and restrict access for isolation. Access to these facilities must be restricted to authorised personnel only and this is normally achieved by them being securely locked.

7.11.2 Electrical distribution boards/cupboards/substations must display signage to warn of the danger of unauthorised access. They must also display an Electric shock: First aid procedures notice.


### 7.12 Lightning protection systems

7.12.1 Where lightning protection systems have been installed in a premises, they must be adequately maintained and tested annually.

### 7.13 Information, instruction and training

7.13.1 Employees must be trained and instructed to ensure that they understand the safety procedures which are relevant to their work and must work in accordance with any instructions or rules laid down by the Council and directed at ensuring their safety.

7.13.2 The training of an employee, which can be by formal education and by on-the-job instruction as appropriate, is to be assessed for suitability by the employee's manager for the appointment of the individual to a particular duty.

### 7.14 Inventory

7.14.1 A record should be kept, in the form of an inventory, of all portable items of electrical equipment showing:

- details of the item in the form of an unambiguous description;
- the date of acquisition; and
- details of any inspection, testing or repair work.

7.14.2 The inventory must be kept up to date at all times. When any piece of portable electrical equipment is acquired or removed from the site the record should be updated accordingly.

## 8. Disposal of electrical equipment

8.1 The Waste Electronic and Electrical Equipment Regulations 2012 aims to reduce the amount of electrical and electronic equipment being produced and to encourage everyone to reuse, recycle and recover it. The WEEE Directive covers a wide range of electrical and electronic products, although some are exempt from certain requirements. The types of products covered are:

- large and small household appliances (this includes fridges and freezers)
- IT and telecommunication equipment
- consumer equipment such as TVs, videos, hi-fi
- lighting, electrical and electronic tools (except large stationary industrial tools)
- medical devices (these are exempt from the WEEE recycling and recovery targets)
- monitoring and control instruments.

8.2 The Regulations place stringent controls on the disposal of redundant electrical and electronic equipment. As part of our commitment to recycling and in order to comply with the legislation introduced under the WEEE Directive, Haringey Council must dispose of their WEEE related waste via an approved contractor.

8.3 Where laboratory equipment (including refrigerators / freezers) that has been in contact with or has stored used hazardous materials is being disposed of, action must be taken to ensure that the equipment has been decontaminated using an appropriate approved procedure and any hazard labels have been removed.

8.4 Where computers are being disposed of care must be taken to ensure that the hard disk is wiped clean to prevent unauthorised access to any confidential information. A commercial programme should be used to indelibly overwrite data that is currently on the disk.

8.5 Before arranging disposal, the equipment inventory should be updated.

## 9. Electrical Drawings

9.1 Whenever the fix electrical installation is changed i.e. extended, parts removed, parts upgraded to different standard, etc. the responsible person must ensure electrical drawings are updated and included in the health and safety file of the building.

## 10. Monitoring and Review

10.1 This procedure will be monitored through monthly progress report to the Property Compliance Board by Portfolio Managers.

10.2 Biennial report and recommendations on the implementation of this procedure will be compiled by the Corporate Health and Safety Team and presented to the Corporate Health, Safety and Wellbeing Board.

10.3 A review of this procedure will be carried out by the Property Compliance Board within three years of the date on this procedure, or sooner in the event of any changes in legislation or Approved Code of Practice or other policy or re-organisation likely to affect it.

## 11. Approval of the Procedure

11.1 This safety procedure was reviewed and approved by the Corporate Health, Safety and Wellbeing Board the Council's Head of Organisational Resilience on 18th April 2018.

11.2 Any required variations from this safety procedure should be brought to the attention of the Council's Head of Organisational Resilience.

## Appendix 1 – Visual Inspection Checklist

Item: _____ Check undertaken by: _____

Location: _____ Date: _____

| Check to be Undertaken | | | |
|---|---|---|---|
| **Section One: External checks** | | YES | NO |
| 1. | Is there any damage to the plug e.g. cracked casing, bent pins? | | |
| 2. | Are coloured insulation wires showing where the cable enters the plug or the equipment? | | |
| 3. | Is there any damage to the cable covering e.g. cuts/abrasions? | | |

| | | | |
|---|---|---|---|
| 4. | Are there any joints in the cable? | | |
| 5. | Is the equipment being used in conditions where it is not suitable e.g. a wet or dusty workplace? | | |
| 6. | Is there any damage to the outer cover of the equipment/obvious loose parts or screws? | | |
| 7. | Is there evidence of overheating e.g. burn marks/ staining? | | |
| 8. | Is a non-electrically tested extension lead being used with the equipment? | | |
| 9. | Is any equipment being used outside or in wet areas without RCD Protection? | | |

**If any answer is YES, the equipment should immediately be taken out of use until an electrical test is undertaken by a qualified person.**

## Appendix 2 – Electrical permit to work

### 1 Issue (to be completed by responsible person or delegated person)

To _____ in charge of this work.

I hereby declare that the following high-voltage apparatus in the area specified is dead, isolated from all live conductors and is connected to earth:

_____

_____

_____

***Treat all other apparatus and areas as dangerous.***

The apparatus is efficiently connected to EARTH at the following points:

The points of isolation are:

CAUTION NOTICES have been posted at the following points:

SAFETY LOCKS have been fitted at the following points:

The following work is to be carried out:

**Diagram**

Signed _____Time_____Date_____

Permit-to-work (front)

## 2 Receipt **(to be completed by competent person carrying out works)**

I accept responsibility for carrying out the work on the apparatus detailed on this permit-to-work and no attempt will be made by me or by people under my charge to work on any other apparatus or in any other area.

Signed _____Time_____Date_____

Note: After signing the receipt, this permit-to-work should be retained by the person in charge at the place where the work is being carried out until work is complete and the clearance section is signed.

## 3 Clearance (to be completed by competent person carrying out works)

The work for which this permit-to-work was issued is now suspended* or completed* and all people under my charge have been withdrawn and warned that it is no longer safe to work on the apparatus detailed on this permit-to-work.

All work equipment, tools, test instruments, etc. have been removed.

Additional earths have been removed.

*Delete words not applicable and where appropriate state:

The work is complete*/incomplete* as follows:

Signed _____Time_____Date_____

## 4 Cancellation (to be completed by responsible person or delegated person)

This permit-to-work is cancelled.

Signed _____Time_____Date_____

### Appendix 3 – Electrical permit to work process

An electrical permit to work is primarily a statement that a circuit or item of equipment is safe to work on – it has been isolated and, where appropriate, earthed. An electrical permit-to-work must never be issued for work on equipment that is still live or to authorise live work. The information it contains should be precise, detailed and accurate. It should state which equipment, etc. has been made safe, the steps by which this safety has been achieved, and exactly what work is to be done.

No work is to be allowed on equipment that is not specified in the electrical permit-to-work as having been made safe. This restriction should be understood and complied with by everyone in the premises.

If a programme of work must be changed, the existing electrical permit-to-work should be cancelled and a new one issued before any variation is made to the work. The only person who has the authority to agree the change in programme and issue the new electrical permit-

to-work is either the person who issued the original permit i.e. the responsible person, or the person nominated by the responsible person to take over the responsibility, e.g. at the end of a shift or during absence on leave.

An electrical permit-to-work should be issued by the responsible person. If the responsible person were not competent, they should seek advice from a competent person with the necessary technical knowledge and/or experience advised by someone, if necessary, who is familiar with the system and equipment.

The responsible person may delegate issuing or cancelling of an electrical permit to work to competent persons with the necessary technical knowledge and/or experience.

Before issuing the permit, they should work out, in detail and in writing, what the various steps are to disconnect, isolate, prove dead, lock OFF, earth the equipment, post warning notices, and identify the equipment to be worked on and adjacent equipment which will still be live.

The electrical permit-to-work should state clearly:

- the person the permit is addressed to, i.e. the leader of the group or working party, who will be present throughout the work;
- the exact equipment which has been made dead and its precise location;
- the points of isolation;
- where the conductors are earthed;
- where warning notices are posted and special safety locks fitted;
- the nature of the work to be carried out;
- the presence of any other source of hazard, with cross-reference to other relevant permits;
- further precautions to be taken during the course of the work.

In most cases it is preferable to include a diagram on, or attached to, the permit confirming the above information and showing the zone for work.

It is strongly recommended that the electrical permit-to-work is issued at the place where the work is being done. The responsible person issuing the permit should explain the work and agree the accuracy and completeness of the details with the person doing the work before they both sign the permit. The person issuing the permit must be sure that all necessary action has been taken to make the equipment safe, which includes a personal inspection.

In cases where there may be divided responsibility, roles must be defined to ensure there is no confusion over respective responsibilities

At the time the person in immediate charge of the operation accepts the permit they become responsible for ensuring that all the specified safety precautions are followed that:

- only permitted work is done; and
- the work is confined to the area defined in the permit.

If the permit is issued to the leader of a group, the leader accepts responsibility for the people in the group and should explain to them – before the work begins – the scope of work and the means by which safety has been achieved.

If the person issuing the electrical permit-to-work will also be doing the work, it is strongly recommended that someone else makes an independent check of the precautions taken.

The person doing the work should then issue a permit to themselves. This routine helps to ensure that the full safety procedure is applied.

The recipient of an electrical permit-to-work should keep it for reference while the work is in progress and to prevent inadvertent cancellation and re-energisation of the equipment.

When the work is complete, whoever the permit was issued to should sign it to declare that any additional earths and tools have been removed and people in the group have been withdrawn and instructed not to approach the equipment again. The person clearing the permit should also indicate whether or not the equipment is fit for service. The permit is then returned, to the person who originally issued it, for cancellation before the equipment is re-energised.

To reduce misunderstandings during suspension of work, it is better to cancel the original permit and issue a new one when required. The suspension of electrical permits-to-work is not generally recommended. Where this is necessary, it is essential to have a written procedure to ensure that tools and additional local earths are withdrawn and everyone is aware that the permit has been suspended.