

Safety in working procedure/rule

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Following points have been brought to the notice of every workers / technician while doing his job in the work premises.

- 1) Avoid contact with energized electrical circuits.
- 2) Treat all electrical devices as if they are energized.
- 3) Disconnect the power source before servicing or repairing electrical equipment.
- 4) Use only tools and equipment with non-conducting handles when working on electrical devices.
- 5) Never use metallic pencils or rulers, or wear rings or metal watchbands when working with electrical equipment. This rule is very easy to forget, especially when you are showing some electrical part pointing with metallic pencil.
- 6) When it is necessary to handle equipment that is plugged in, be sure hands are dry and when possible, wear nonconductive gloves, protective clothes and shoes with insulated soles.
- 7) If it is safe to do so, work with only one hand, keeping the other hand at your side or in your pocket, away from all conductive material. This precaution reduces the likelihood of accidents that result in current passing through the chest cavity.
- 8) If you ever read about current passing through human body you will know, so remember work with one hand only.
- 9) Minimize the use of electrical equipment in could rooms or other areas where condensation is likely. If equipment muse be used in such area, mount the equipment on a wall or vertical panel.
- 10) If water or a chemical is spilled onto equipment, shut off power at the main switch or circuit breaker and unplug the equipment.
- 11) If an individual comes in contact with a live electrical conductor, do not touch the equipment, cord or person. Disconnect the power source from the circuit breaker or pull out the plug using a leather belt.
- 12) Equipment producing a "tingle" should be disconnected and reported promptly for repair.
- 13) Do not rely on grounding to mask a defective circuit not attempt to correct a fault by insertion of another furs or breaker, particularly one of larger capacity.

