

OM SAI ELECTRICALS

ELECTRICALS & MECHANICAL MAINTENANCE WORK

CIDCO Mahanagar-1, Near Nayara Petrol Pump, MIDC Waluj, Chh. Sambhajinagar

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Ref. No. OSE/31/2023

Date : 02.12.2023

Safety in working procedure/rule

Date: 17.07.2022

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 live or 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 **cold rooms** or other areas where **condensation** is likely. If equipment must be used in such areas, 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 nor attempt to correct a fault by insertion of another fuse or breaker, particularly one of larger capacity.

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Authorised Signature

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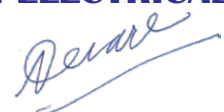
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- 14) Drain capacitor before working near them and keep the short circuit on the terminals during the work to prevent electrical shock.
- 15) Never touch another person's equipment or electrical control devices unless instructed to do so.
- 16) Enclose all electric contacts and conductors so that no one can accidentally come into contact with them.
- 17) Never handle electrical equipment when hands, feet, or body are wet or perspiring, or when standing on a wet floor.
- 18) When it is necessary to touch electrical equipment (*for example, when checking for overheated motors*), use the back of the hand. Thus, if accidental shock were to cause muscular contraction, you would not "**freeze**" to the conductor.
- 19) Do not store **highly flammable liquids** near electrical equipment.
- 20) Be aware that interlocks on equipment disconnect the high voltage source when a cabinet door is open but power for control circuits may remain on
- 21) De-energize open experimental circuits and equipment to be left unattended.
- 22) Do not wear loose clothing or ties near electrical equipment.
- 23) First for most line will be put off, fuses removed & then door compartment will be opened. A notice on the compartment will be put alerting the staff not to put on the button while work is going on
- 24) or a to on the compartment for lock out & or tag out control warning workers to be sage on hazardous energy protecting workers from causing harm.
- 25) It will be checked & confirmed that the supply is off.
- 26) Working on high site security belt, rope and other item such a safety hanging rope and a belt with hook will be installed, so that no casualty occurs.
- 27) Safety equipments lick shoes, helmet, belt atc will be put an working person.
- 28) Supervisor & plant engineer will monitor the worker with all security norms.
- 29) Cool minded, peaceful & with mental condition, work will be done avoiding all sorts of untoward incidents.

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