For guidance on managing construction health risks go to
www.hse.gov.uk/construction

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1001 Safety Guidance

EXTENSION CABLES v:122016

FTH HIRE GROUP

Cable Reels and Distribution Boxes

The rules and procedures in force where people are at work may require the person responsible for this equipment to carry out a specific risk assessment.

It is important to read this entire leaflet BEFORE using the Cable Reels and Distribution Boxes

1. Plan your work and think ahead to make sure you will always be working safely.
2. Electricity is hazardous and must always be used with great care.
3. Cable reels and distribution boxes are designed to supply the electricity safely up to their rated current.
4. If you have not used this type of equipment before, familiarise yourself with the cables, plugs and sockets before connection to the electricity supply.
5. You must have at least the following items of personal protective equipment: RCD if using a 230 volt (mains) supply.
6. Particular items of equipment or environments may require a higher level of personal protective equipment.
7. Electrical equipment must not be used by minors, or by anyone under the influence of drugs or alcohol.
8. Electrical equipment is designed for operation by an able bodied adult. Anyone with either temporary or permanent disability must seek expert advice before using it.

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Using the Equipment

1. If you think a cable may be cut or damaged in any way, switch off and unplug at the mains before inspecting it. If the cable attached to the machine is damaged, stop using the machine. Contact the hire company. If an extension cable has been damaged, do not use it again.
2. Take care not to accidentally pull the plug from the socket.
3. Switch off and unplug before leaving the machine unattended.
4. If your equipment does not work properly, do not attempt to repair it. Contact the hire company.

Please keep this leaflet safely as it may be required for future reference

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Before Starting Work...

WORK AREA

1. Do not use electrical equipment where there is danger of explosion. It will ignite fumes from petrol or gas cylinders.
2. Make sure that the area is clear and safe and that no-one is near to you or could distract you.
3. Protect other people form any noise and dust your work may produce. Warn others to keep away, put barriers around your work area.
4. Keep electrical equipment away from rain and water.

OPERATORS

1. The following items of personal protective equipment (ppe) are the minimum that should be used whenever you use electrical equipment. Particular jobs or environments may require a higher level of protection.
2. An rcd if using a 230v (mains) supply. You will also need to wear personal protective equipment appropriate to the machine or equipment you will be using.
3. Anybody who is working near to you will also need to wear appropriate personal protective equipment.

EQUIPMENT

1. Check your equipment, cables, plugs and sockets. If anything is found damaged, do not use it – contact the hire company.
2. Check that the plugs and sockets on your cables and distribution boxes match your supply. Do not try to force connections or improvise them.
3. Do not overload a cable or a distribution box by running too many tools off it at the same time. Your distribution box may have four outlet sockets, this does not mean that you can run four items of equipment all together. You must ensure that the current drawn by all of your equipment is not more than the cable (or fuse) can carry.
4. Equipment with a cylindrical yellow industrial plug fitted is designed to run off a special 110v supply. The hire company will have provided a portable transformer if you need to power the equipment from a normal mains 230v supply. If a portable transformer has been supplied, take care not to injure yourself when moving it about – it may be heavier than you think. Equipment designed to run directly from 230v mains will have either a normal square pin plug fitted or a blue industrial plug.
5. Check on how the on/off switch operates – before you switch equipment on, you must know how to stop it.

ELECTRICAL SAFETY

Your equipment will only operate on one voltage: it will be 110v or 230v. 110v machines will have a yellow industrial plug fitted. 230v machines will have either a normal square pin plug fitted, or a blue industrial plug. Read the instructions below for your machine.

110 VOLT MACHINES (YELLOW PLUG)

1. If you are using a portable transformer, plug the transformer directly into the 230 volt socket. Do not use any 230v extension cables.
2. If you need to use an extension cable, follow any special instructions given by the hire company. If the hire company have not given any special instructions, you should only use a suitable rated heavy duty 110v extension cable, not longer than 50 metres (160 feet). You must only use an extension cable between the transformer and the machine.
3. Lay the extension cable out carefully avoiding liquids, sharp edges, doorways or windows where it might be trapped, and places where vehicles might run over it. Unroll it fully or it will overheat and could catch fire.
4. Make sure that any extension cable connections are dry and safe.

230 VOLT MACHINES (SQUARE PIN OR BLUE PLUG)

1. Use a residual current device ("rcd") plugged directly in to the 230 volt socket. Plug your machine into the rcd. This will help to protect you against electric shock if the cable or machine get damaged.
2. Use the "TEST" button to check that the rcd is working each time you use it. Reset the rcd according to the instructions supplied with it.
3. If you need to use an extension cable, follow any special instructions given by the hire company. If the hire company have not given any special instructions, you should only use a suitable rated heavy duty cable, not longer than 50 metres (160 feet). Plug it directly into the rcd.
4. Lay it out carefully avoiding liquids, sharp edges, doorways or windows where it might be trapped, and places where vehicles might run over it. Unroll it fully or it will overheat and cold catch fire.
5. Make sure that any extension cable connections are dry and safe.

Useful Reference Points • www.hae.org.uk/businessguard

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