

SPECIAL INSTRUCTIONS FOR THE SAFETY OF PERSONS WORKING ON A JOB WITH A PERMIT-TO-WORK (ELECTRICAL)

- 1. No person shall carry out or attempt any work on-live mains or apparatus except with a permit-to-work and under the direct supervision of a competent person.**
- 2. The person-in-charge shall explain the nature and duration of work to be carried out to the permit issuing authority, and obtain from him a permit-to-work before commencing any work.**
- 3. The permit issuing authority shall not issue a permit unless:**
 - ✓ **The switches have been withdrawn and are completely isolated on both sides, links and fuses opened, mains and apparatus discharged and earthed, and all adjacent live parts adequately protected. Where possible, the switches shall be locked and keys handed over to the person-in-charge, who will not return them until completion of the work. Switches and fuses of all control panels shall also be rendered inoperative,**
 - ✓ **Danger notice plates are attached in conspicuous place on the mains and apparatus, and at all other control points, under the permit-to-work; and**
 - ✓ **An entry is made in the Log book or Log Sheet to the effect that the mains and apparatus under permit have been made dead. On no account shall they again be made alive until the return by the person-in-charge of the permit-to-work and the keys.**
- 4. The person-in-charge before allowing any workman to commence work on the mains and apparatus shall take the following precautions:**
 - ✓ **Explain the nature of work, And the precautions taken by the permit issuing authority to ensure the safety of the workmen and also the precautions to be taken by them during the progress of the work;**
 - ✓ **Satisfy himself that the switches controlling the mains and apparatus have been isolated, discharged, properly earthed where possible and tested with a discharge rod and that danger notice plates have been placed at conspicuous places; and**
 - ✓ **Warn the workmen & public of danger that exists in the vicinity of area covered by the permit.**
- 5. Where work is to be carried out on live low or medium voltage mains or apparatus, the following additional instructions shall be complied with:**
 - ✓ **No work shall be carried out by any person unless he is adequately protected from the risk of electric shock by use of rubber gloves or other approved PPE specially provided for the purpose.**
 - ✓ **When a person is working on live mains or apparatus, he shall always be accompanied by a second person who shall preferably be capable of rendering first aid and artificial respirations.**
 - ✓ **When a man ascends a pole where the line is alive, he shall make use of a safety belt and rubber gloves; such work shall be carried out under the direction of an experienced person who is competent to supervise the specific work and who shall remain present in the immediate vicinity for the whole time the work is in progress.**
 - ✓ **The person-in-charge shall examine the safety equipment before use by the workmen to ensure that it is in sound condition, and also that it is being properly used.**
- 6. On completion of the work, remove all earthing devices so that the mains and apparatus are fit in all respects for charging; withdraw all workmen and warn them that it is no longer safe to touch or approach the mains and apparatus, and thereafter return the keys and the permit duly discharged to the permit cancelling authority for cancellation.**
- 7. All accidents shall be immediately attended to and reported to the proper authorities. In the event of a serious accident involving danger to life, the person-in-charge shall immediately get a doctor on site or remove the victim to the nearest hospital with the minimum delay. In the event of the victim being certified dead by a doctor, the body should NOT be removed without the permission of the police.**
- 8. The instructions shall be read out and explained to the workmen in the language they understand, and copies shall be pasted on the various notice boards. Ignorance of the instructions shall not be accepted as an excuse for non-compliance with them.**