Requirement for works on electrical systems

Can the work be done on de-energised circuits?

Yes

Has the circuit been clearly identified and does it have a means of isolation?

Yes

Are the persons required to do the job competent?

Do you have a safe working plan or method statement?

Both are essential.

No

Stop. Seek advice from a qualified Electrical Engineer or suitably authorised person.

No

If no then see "Live Working" Flowchart

Yes

Is the work to be done on LV OR HV circuits

LV

1. Inform the relevant D.W. Supervisor that work is being done to a system.
2. Isolate
3. Lock off using suitable equipment
4. Retain key do not rely on carrying fuses in pockets
5. Post warning notices
6. Test to ensure circuits are dead using an approved test method
7. Attach personal earths if required
8. Check adjacent areas to ensure they are not affected

Safe Working

Ensure record drawings are updated

No

Proceed no further

Yes

HV

All HV work at Newcastle University is carried out by a service provider.
Seek assistance