

Basic Portable Appliance Electrical Safety Checks

When using electrical equipment it is important that you examine all portable electrical apparatus before use. Electrical faults (e.g. damaged leads, broken casing, loose plugs, etc.) must be reported for rectification by a competent person. Wherever possible, use low voltage equipment.

These checks should be carried out before use, with the equipment disconnected. You should look for:

		Yes	No
1	Is there damage (apart from light scuffing) to the cable sheath?		
2	Is there damage to the lead, including fraying?		
3	Is the plug damaged (e.g. the casing cracked or pins bent)?		
4	Are there inadequate joints, including taped joints, in the cable?		
5	Are coloured wires visible where the lead joins the plug (the cable is not being gripped where it enters the plug)?		
6	Does the appliance appear to have been subjected to conditions for which it is not suitable (e.g. is it wet or excessively contaminated with dust / dirt)?		
7	Is there damage to the external casing of the equipment or are there loose screws of parts etc.?		
8	Is there evidence of overheating (e.g. burn marks, staining or discoloration)?		
9	Is the main on / off switch damaged, does it operate incorrectly?		
10	Have cables been trapped under furniture or floor boxes?		

If you answer “YES” to any of the above, it indicates that the appliance is potentially dangerous and must be taken out of use.

Remember: Electrical repairs are an electrician’s job. Do not touch or tamper with equipment unless you have been specifically trained and authorised.