

Portershoek Quarry	SAFETY HEALTH AND - MANAGEMENT SYSTEM (Doc No. 7.5.1.18)	Effective Date: 15 May2021 Revision No. ISO 45001 Date Reviewed: Page: 1 of 3
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Portable Electrical Equipment

1. Purpose

To ensure that all portable electrical equipment is safe for use.

2. Scope

This procedure is applicable to all employees and sub contractors.

3. Reference Documents

Person responsible for portable electrical equipment appointment.
Portable electrical equipment register
ISO 45001:2018(E)

4. Terms and Definitions

Portable Electrical Equipment means electric apparatus, which is designed to be carried by hand and which may require electrical power while it is being carried or during use.

5. Procedure

5.1 All portable electrical equipment shall be maintained in a safe working condition.

5.2 All portable electrical equipment shall be identified by means of a number.

5.3 The numbering of equipment will be as follow;

5.3.1 All equipment number must start with the first three letters of the site.

5.3.2 The number must follow after the three letters for example; Sig 001, Sig 002 etc.

5.3.3 The location of the equipment must be indicated in the register.

5.4 A competent person shall inspect all portable electrical equipment once a month and the findings record into a register.

5.5 No open or tape joints are allowed on flexible electrical cords.

5.6 Extension cords must be rolled out fully when in use.

5.7 Faults that must rectified immediately or equipment withdrawn from service:

Broken or cracked isolators, insulating material, cracks and cuts

Faulty switches and plugs

Faulty earth leakage

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Polarity faults on three point plugs

Faulty three point plugs

Faulty clamp in a three point plugs

- 5.8 Any suspicious defects on portable electrical equipment must be reported immediately to the Plant foreman.
- 5.9 All extension cords and electrical equipment shall be cleaned and properly stored after use.
- 5.10 Only persons trained to inspect portable electrical equipment may inspect such equipment.
- 5.11 Magnetic based drilling/grinding machines must be secured with a sling when used in elevated positions.

6. Responsibility

- 6.1 Equipment users.
- 6.2 Equipment inspector.
- 6.3 Deviations must be reported to the supervisor who must rectify such deviations as soon as possible.



Mine Manager



Date