

Safe Operating Procedure

Electrical Cord Inspection

Personal Protective Equipment

1. None.

Possible Injuries

1. Electrocution and death

Safe Procedure

Before using electrical extension cords or other electrical equipment, all volunteers should automatically check the electrical connections for possible defects. This is a three step process.

Visual Check

Check case/cover: no damage and insulation in tact

Check Lead: no cuts, not frayed, solid connection to equipment

Manual Check

Run finger over chord before plugging in

Function Check

After plugging in and switching equipment on, make sure there is no noise, smell or lights.

Do not use the equipment or extension cords if any of these do not pass the inspection and advise the duty Bar Manager

Trainee: I have completed this SOP: Signature: _____ Date: _____	Trainer: Signature: _____ Date: _____
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