Safe Work Procedure

**Process/Equipment:** Electrical - Reset Tripped Circuit Breaker  
**Location:** Engineering Workshop Bld.6

**Procedure Developed by:** Michael Grantham  
**Approved by:** Ron Marshall  
**Date:** 18.1.2007

**Referenced UOW Guidelines, legislation, codes of practice, Australian Standards etc:**
- UOW OH&S Policy
- UOW Electrical Safety Guidelines
- UOW Clothing & Protective Equipment Guidelines
- AS/NZS 2210.1: 1994 Occupational Protective Footwear
- AS/NZS 3000: 2000 Electrical Installations Australian/Newzealand Wiring Rules

**Personal Protective Equipment Required** *(Check the box for required PPE):*

<table>
<thead>
<tr>
<th>Step Number</th>
<th>Activity (Steps in the process/task)</th>
<th>Hazards Identified (What could cause an injury)</th>
<th>Risk Score (How harmful is it)</th>
<th>Controls (What can be done to minimise the risk of injury)</th>
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| 1.          | Equipment check                     | Exposed electrical items  
Faulty equipment is plugged into circuit  
Fire | High | Check switch board for exposed items or damage prior to resetting  
PPE as per AS/NZS 2210.1: 1994: Occupational protective footwear.  
Check outlet of circuit and unplug any items prior to resetting. Check for overloaded circuits.  
REPORT DEFECTS IMMEDIATELY FOR SERVICE BY A QUALIFIED ELECTRICIAN |
| 2.          | Resetting                           | Faulty wiring  
Faulty circuit breaker | High | REPORT DEFECTS IMMEDIATELY FOR SERVICE  
BY A QUALIFIED ELECTRICIAN |
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<td>3.</td>
<td>Completion of work</td>
<td>Unlocked switchboard</td>
<td>High</td>
<td>Ensure switchboard is locked from public access.</td>
</tr>
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