## **Toolbox Talk**

#### **Basic Electrical**

# 001

Company	Name
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Performed by:	Date:
Location / Project:	Time:

Introduction: Notes:

Electrical safety is essential for all operatives, who may come into contact with electrical equipment on-site. Understanding basic electrical safety can help prevent accidents, injuries, and fire hazards. This toolbox talk will cover key safety precautions related to extension leads, trailing sockets, circuit protection devices, and other common electrical hazards.

#### **Hazards & Risks**



- Improper Use of Extension Leads & Trailing Sockets: Using extension leads as a permanent solution or daisy-chaining trailing sockets can overload circuits and create fire hazards.
- Damaged Electrical Equipment: Frayed cables, exposed wiring, and broken plugs increase the risk of electric shock.
- Overloaded Circuits: Plugging too many appliances into a single socket or extension lead can cause overheating and fires.
- Electric Shock Hazards: Contact with exposed wires, damaged equipment, or using electrical tools in damp conditions can result in serious injuries.
- Lack of Protective Covers: Open junction boxes and exposed wiring pose a significant risk on-site.

#### **Preventive Measures**



- Always inspect extension leads and trailing sockets before use. Do not use damaged or frayed cables.
- Do not overload sockets plug equipment directly into a fixed outlet where possible.
- Keep leads tidy and out of walkways to prevent trips and avoid damage from site traffic
- Never use electrical equipment in wet conditions unless it is designed for such use.
- Report any faulty electrical equipment immediately do not attempt repairs yourself.
- Ensure junction boxes and distribution boards have proper covers to prevent accidental contact.



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#### **Discussion Points**

- Have you ever come across damaged extension leads or trailing sockets onsite? What actions did you take, and how was the issue resolved?
- What are the signs of an overloaded circuit, and what steps can you take to prevent overloading in your workplace?
- If you suspect electrical equipment is faulty, what should you do before using it?

Toolbox	Talk	Notes	/ Actions:
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Attend	ance:
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Name	Signature	Name	Signature

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