



SARMA GUIDELINE

SAFETY, HEALTH, ROAD TRANSPORT, ENVIRONMENTAL &
QUALITY STANDARD

PORTABLE ELECTRICAL EQUIPMENT

Document Number

SHE2.21-F01

Revision Number

00

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PORTABLE ELECTRICAL EQUIPMENT

(SARMA Audit document January 2017 version 1 reference number:

Section A, Element 8, item 8.1.1, 8.1.9 & 8.1.19;

Section B, Element 3, Item 3.1.1 and

Section B, Element 9, Items 9.6.7, 9.8, 9.8.1, & 9.8.2.)

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1. PURPOSE

The purpose of this standard is:

- 1.1. To identify number, record and periodically check [SHE2.21-F02] all portable electrical equipment;
- 1.2. All authorised portable electrical equipment are legal and in safe working condition and
- 1.3. That a preventative maintenance program is implemented in compliance with the Occupational Health and Safety Act No. 85 of 1993.

2. SCOPE

- 2.1. This standard applies to **EMPLOYERS**.

3. RESPONSIBILITY AND ACCOUNTABILITY

- 3.1. Section 16(2) Appointees [SHE5.11-F02-3] are responsible to ensure that these Standards to monitor and control portable electrical equipment, and the relevant maintenance schedules [SHE0.00-F02] and registers [SHE2.21-F02] are in place. The Section 16(2) Appointees [SHE5.11-F02-3] will be responsible to assist management in this task;
- 3.2. Section 16(2) Appointees [SHE5.11-F02-3] are responsible for ensuring that no unidentified equipment is used in their areas of responsibility;
- 3.3. The electrician [SHE5.11-F02-5] is responsible for ensuring that all portable electrical equipment are numbered and registered [SHE2.21-F02], and in a good state of repair. Section 16(2) Appointees [SHE5.11-F02-3] to monitor this requirement and
- 3.4. The appointed electrician [SHE5.11-F02-23] is responsible for ensuring that all portable electrical equipment are inspected at the designated frequency. It will be the Section 16(2) Appointees [SHE5.11-F02-3] responsibility, assisted by the SHE Rep, to monitor the standard and to address non-compliance of the Standard with the facility electrician.

4. DEFINITIONS AND ABBREVIATION

- 4.1. Portable electrical equipment can be defined as all equipment drawing power through a flexible cable from a plug point - 220-380 or 500 V and
- 4.2. See manuals one to five.

5. LEGAL AND OTHER REQUIREMENTS

5.1 General

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5.1.1.	SHE5.03-F01	EMR 9 > 50 V; earth leakage; or clearly marked as doubly insulated; switch; serviceable condition and portable earth leakage units.
5.1.2.	SHE5.03-F01	EMR 10 – Portable Electric lights
5.1.3.	SHE5.03-F01	SABS 0142 - Wiring of Premises

5.2. Legal Reference.

5.2.1. Legal Register

5.3. Other Requirements.

5.3.1. Client & SABS Specifications.

6. RECORDS

Rec. Nr	Reference Nr	Description	Storage Space	Retention Time
6.1.	EMPLOYERS [SHE5.11-F02-21] [SHE5.11-F22] [SHE5.11-F23]	Appointment Documents		
6.2.	EMPLOYERS [SHE2.21-F02], [SHE2.22-F02], [SHE2.23-F02]	Inspection checklists		
6.3.	EMPLOYERS	Purchasing Documents		
6.4.	EMPLOYERS [SHE2.21-F02]	Maintenance schedules		

7. PROCEDURE

7.1. IMPLEMENTATION

- 7.1.1. A legible facility Identity number will identify all portable electrical equipment;
- 7.1.2. All portable electrical equipment will be placed on a planned maintenance schedule by the appointed electrician, and inspected at the designated frequency;
- 7.1.3. The Section 16(2) Appointees [[SHE5.11-F02-3](#)], assisted by the SHE Rep [[SHE5.11-F02-8](#)] is responsible to ensure frequent checks to ensure that all equipment are inspected;
- 7.1.4. All defective items will be repaired and taken out of service or replaced immediately;
- 7.1.5. Only the facilities appointed electrician or an authorised dealer will be allowed to repair portable electrical equipment. Should any other electrician be contracted to repair any equipment, this must first be cleared with the Responsible Manager [[SHE5.11-F02-3](#)];
- 7.1.6. All new portable electrical equipment purchased must comply with SABS standards and legal requirements and

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7.1.7. The Section 16(2) Appointees [\[SHE5.11-F02-3\]](#) will be responsible to update schedules regarding any additions, deletions or transfer of equipment. SHE Rep [\[SHE5.11-F02-8\]](#) will be responsible to assist in this task.

7.2.1 INSPECTIONS

Checks will include:

- 7.2.1.1. Machine guarding;
- 7.2.1.2. Loose or substandard connections;
- 7.2.1.3. Earth continuity;
- 7.2.1.4. Cord insulation, wire installation (cracked or broken);
- 7.2.1.5. Switches in good order or disabled;
- 7.2.1.6. Polarity and slack on earth wire;
- 7.2.1.7. Plug wires secured;
- 7.2.1.8. General condition of appliances and
- 7.2.1.9. Double insulation.

7.2.2. All portable electrical tools will be inspected at the frequencies specified, which will be as follows:

- 7.2.2.1. Electrical tools (all departments) and equipment (high risk) – monthly;
- 7.2.2.2. Air cons, heaters, fridges, microwaves. (medium risk) 6 monthly and
- 7.2.2.3. PC's printers... (low risk) - annually.

8. ASSOCIATED DOCUMENTATION

No.	Description	Document Number
8.1.	Checklist	[SHE2.21-F02]
8.2.	Appointment	[SHE5.11-F02-21]
8.3.	Certificate	[SHE2.21-F03]