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TO: SENATORS, MEMBERS AND OTHER BUILDING OCCUPANTS

**Electrical safety in Parliament House**

- 1 This is a reminder to all people who work in Parliament House about the safe use of electrical equipment.
- 2 To remove or minimise any risk in using electrical equipment:
  - (a) all electrical items must be in good working order with no frayed or defective cords, leads or plugs;
  - (b) damaged or defective cords or electrical items must be immediately removed from service;
  - (c) power should always be turned off at the power point before removing any electrical device;
  - (d) power boards (with overload protection) may be used, provided the total load per board does not exceed 2.4Kw. However, double adapters or piggy-back plugs are not to be used; and
  - (e) all electrical hazards should be reported to your departmental occupational health and safety representative or the BMS Helpdesk on extn 5045.
- 3 There are specific regulations for the inspection and tagging of electrical equipment that is:
  - (a) used in construction work; or
  - (b) in an operating environment that might compromise the safe operation of the electrical equipment, such as where cords are dragged over rough surfaces, frequently bent, or exposed to heat or moisture.
- 4 For further advice on the above please contact the Infrastructure Services Branch of DPS on extension 5000.

Alan Thompson  
Secretary