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Subject: INTERNAL COMMUNICATION: VIRTUAL TOOLBOX TALK: - Electrical Safety - To Property & Cleaning Services Colleagues

INTERNAL COMMUNICATION: VIRTUAL TOOLBOX TALK: Electrical Safety – To Property & Services Colleagues

Good Evening,

Hope you are well and reason you have received this email is to increase your awareness of Electrical Safety.

Purpose / objectives: This virtual toolbox talk is to increase colleagues' awareness of Electrical Safety and the steps you need to take protect yourself.

Company Policy: Please click on this link for details of the company policy for Health & Safety: [Microsoft Word - Health & Safety Policy \(mcsence.co.uk\)](#)

Electrical Safety: Electricity is an ever-present danger on most worksites, especially since it is invisible. The good news is with the right precautions and safety measures, these hazards can be significantly reduced. This virtual toolbox talk covers all the main workplace injuries that can be caused by electricity and how you and your colleagues can prevent them from happening...



Why Run a Virtual Electricity Safety Toolbox Talk?

- Helps to prevent unnecessary injuries occurring in the workplace due to exposure to electricity.
- Makes sure staff understand safety regulations and standards.
- Makes sure companies/management understand safety regulations and standards.
- Fewer injuries mean higher productivity in the workplace.

The 4 Main Types of Electrical Injuries: Four main types of electrical injuries can occur due to electricity. In this talk, we will go over each type of injury and then give you tips for how to prevent them.

1) Electricity Can Cause Burns: The first major injury caused by electricity is burns. Burns are caused when your body meets the electrical source, thermal burns from electricity, and, in some cases, when electrical sparks start fires. To prevent any of these scenarios from happening, you need to avoid any contact with live electricity. Here are some good tips:

- Make sure all extension and power cords are in good condition before using them. If they are damaged, throw them out or consult your supervisor.
- Only qualified electricians should work with exposed wires.
- Any high-voltage equipment or areas of a worksite must be clearly marked.
- Be extra careful when water is close to electricity.
- When working with electricity, ensure you wear the correct PPE.
- Don't come into contact with anyone who is in contact with an electrical current.

2) Can Cause Electric Shocks: The next type of electrical injury is an electric shock which occurs when you come into contact with an electrical energy source. When you get an electric shock, it can burn you and give you anything from a mild jolt to more serious jolts that in some cases can be life-threatening. Electric shocks most commonly occur when working with faulty electrical tools and machinery as well as coming into contact with faulty power cords. To avoid electric shocks, it's important to:

- Make sure when using electronic tools and machinery that they are in perfect working order. Pay special attention to ensure there are no exposed wires due to cracked insulation.
- When working with electricity, ensure you wear the correct PPE.
- It's also important to ensure you don't use electrical tools and equipment close to water.

3) Can Cause Electrocutation: The next cause is electrocution. This is more severe than an electric shock as electrocution is when the electrical current is so strong that it can enter your body, causing your heart to stop and/or serious injuries or even death. To avoid this, you need to make sure that:

- Be very careful when working around overhead and other power lines as any contact at all can cause electrocution.
- When working with electricity, ensure you wear the correct PPE.
- Only qualified electricians should work with wiring and carry out jobs involving open electricity. They need to ensure that they use the correct fuses, circuit breakers, and wiring when they are carrying out installations and repairs.
- If there is any risk at all in coming into contact with electricity, STOP what you are doing and consult a supervisor.

4) Electricity Can Cause Falls: The final major cause of injury due to electrical issues is when people fall due to electric shock when working at height. For example, if you are up a ladder working on something, and you get an electric shock, you can lose your balance and fall, which turns a minor shock into a serious workplace injury. To avoid this happening, make sure that you:

- Pay close attention to your work when working up high and close to electrical hazards. Before commencing work, try to find a safer way to do the job.
- Before you use a tool when high up, make sure that it is in perfect working condition.
- Ensure you are using the safest ladder or scaffolding for the job.

Key Takeaways...

- *If possible, avoid working with or around electrical hazards.*
- *Wear the correct PPE when working with or around electricity—such as electrical gloves or specialty footwear.*
- *Make sure extension cords and power strips you are working with or around are in good condition and safely out of the way when working.*
- *Take your time when working with power tools.*
- *Ensure you handle electric tools correctly, and then safely store them when not in use.*
- *Never touch someone who has been exposed to electricity.*
- *Electrical work should only be completed by people who have the appropriate training, certification, and experience.*

Equipment, Machine and Tool Guards: One of the major causes of accidents occurring on worksites is the misuse of machinery. Moving machine parts can cause severe injuries such as crushed body parts, burns, blindness, and cuts. This is why most dangerous machinery has built-in or attached safety guards. In this virtual housekeeping toolbox talk, we will discuss the different types of safety guards, the purpose of the guards, and we'll finish by discussing some good safety tips when working with dangerous machinery.

Why Run a Virtual Machine Guarding Toolbox Talk?

- Helps us all to be more aware of hazards when working with machinery.
- Understand which machine guards to use and when.
- Gives us all some good tips for how to minimize workplace accidents.
- Ensures we all know our responsibilities to maintain a safe workplace (including management).
- Safety improves productivity.

4 Types of Machine Guards: There are four types of machine guards that you should be aware of and know the difference between.

1. **Fixed Guard.** This is a permanently fixed guard that is part of the machine. Machines will have fixed guards whenever possible because they provide the best level of protection.
2. **Interlocking Guards.** These guards will automatically shut off or disengage the machine when the guard is opened or removed. You cannot use the machine again until the guard is put back into position.
3. **Self-Adjusting Guards.** These guards adjust depending on the size and movement of the material. The guard will move out of the way to allow the material to pass through or, in the case of a saw, when the material is being cut.
4. **Adjustable Guards.** These guards can be adjusted when required to accommodate different sizes of the material to be worked on or cut. The downside is that accidents are more likely to happen due to human error.

The Purpose of Machine Guarding: Safeguards are installed and maintained on our machinery to:

- **Prevent Contact.** Machine guards are there to reduce (and hopefully eliminate) the possibility that the machine operator or a co-worker's body parts come into contact with the machine in a way that is likely to cause an accident to occur.
- **Ensure Machine Safety.** Good machine guards provide safety to the operator and others working around the machine. They are designed to not be removed and to be durable so that safety can be improved in the workplace.
- **Protect from Falling Objects.** The guard protects from other objects falling into the moving parts of the machine. When this happens, it can cause injuries to occur to the operator and those around the machine.
- **Help You Do Your Job.** Some machine guarding is there to help you do your job more efficiently and more accurately. For example, guarding on some machines also acts as a way to accurately make measurements.

Machine Safety Tips: Before using a tool or machine, make sure the guarding is in good working order – see below:

- Make sure all tools are in good condition and have been regularly maintained (check the records).
- Only use machines and tools that you have been trained to use.
- Make sure it is the right tool for the job.
- Make sure the tool is clean and free from any debris that could create a hazard.
- Always operate machines according to the manufacturer's instructions.
- Always use the correct personal protective equipment (PPE).
- Disconnect tools from the power when not in use, during servicing, and when changing accessories.
- Follow the correct lockout/tag-out procedures.
- Make sure all other staff members are a safe distance away from the machine when you're operating it.
- NEVER remove machine guarding.

Key Takeaways

- *There are four types of guards (fixed, interlocking, self-adjusting, and adjustable). Each one has different purposes.*
- *Guarding helps to prevent injuries to you and your co-workers as well as helping you do your job.*
- *Always use machinery as per the manufacturer's instructions.*
- *Make sure you are trained in how to operate a machine before using it.*
- *Remember never to remove guards from the machines you are using!*

Please also see the links below for more HSE & company information...

HSE WEBSITE: See links below:

- HSE – Asbestos Essentials - <http://www.hse.gov.uk/pubns/guidance/a0.pdf>
- HSE – Lifting Equipment at Work – A Brief Guide - <http://www.hse.gov.uk/pubns/indg290.htm>
- HSE – Manual Handling at Work – A Brief Guide - <http://www.hse.gov.uk/pubns/indg143.htm>
- HSE – Slips & Trips – A Brief Guide - <https://www.hse.gov.uk/cleaning/topics/slips.htm>
- HSE – Working at Height – Safe Use of Ladders - <http://www.hse.gov.uk/pubns/indg455.pdf>
- HSE - COSHH - <https://www.hse.gov.uk/coshh/basics/whatdo.htm>

STAFF ZONE is our bespoke intranet for McSence colleagues with company information in one place where you if you click this link [McSence | Home | McSence](#) and enter passcode is [staffzone123](#) it will take you to the following company information as follows:

- Company Handbooks [McSence Handbooks | McSence](#)
- Company Policies: [McSence Policies | McSence](#)
- Health & Safety: [McSence Health & Safety Information | McSence](#)

Any feedback is most welcome and going forward we will be sharing more of this information a weekly or twice weekly basis.

Warmest regards,

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