

## APPENDIX A

( Clause 2.1.2 )

### DO'S AND DONT'S INSTRUCTIONS

*DO*

*DON'T*

#### 1. MAINS AND APPARATUS

Before replacing a lamp or handling a fan, make sure that the supply is switched off.

Use correct size and quality of fuse wire when renewing blown fuse.

When removing fuse, pull out the supply end first and when replacing the supply end should be put in last.

Place sign 'men working' or other warning boards on main switch before commencing work.

Before working on any circuit or apparatus, make sure that the controlling switches are opened and locked or the fuse holders withdrawn.

Always treat circuit as alive until you have proved them to be dead, the insulation of the conductors may be defective.

Do not connect single pole switch or fuse in a neutral circuit, but always connect in the live or phase wire.

Do not renew a blown fuse until you are satisfied as to the cause and have rectified any irregularity.

Do not use copper wire as substitute for fuse wire.

Do not close any switch, unless you are familiar with the circuit which it controls and know the reason for its being opened.

Do not touch or tamper with any electrical gear or conductor, unless you have made sure that it is dead and earthed. High voltage apparatus may give leakage shock or flashover even without touching.

Do not work in live circuits without the express orders of the person-in-charge. Make certain that all safety precautions have been taken and you are accompanied by a second person competent to render first aid and artificial respiration.

*DO*

Before working on motor or other rotating machine, make sure that it cannot be set in motion without your permission.

Cultivate the habit of turning your face away whenever an arc or flash may occur.

Guard against arcs as well as high voltage, remember that burns from arcs may be very severe.

See that all splices and connections are securely made.

Use extreme care when breaking an inductive circuit as dangerously high voltage is likely to result.

Thoroughly discharge to earth all cables before working on the cores.

Test rubber gloves periodically.

Place rubber mats in front of electrical switchboards.

Prevent accumulation of gases in unventilated manholes. Varnishes emit flammable vapour.

*DON'T*

Do not disconnect earthing connections or render ineffective the safety gadgets installed on mains and apparatus.

Do not tamper with the meter boards and cutouts, unless you are authorized to do so.

Do not expose your eyes to an electric arc. Painful injury may result even with short exposure.

Do not close or open a switch or fuse slowly or hesitatingly; do it quickly and positively.

Do not turn your face and then grope for switch or fuse.

Do not use metal case flashlight around apparatus which is energized.

Do not place any part of your body in circuit either to round or across the terminal when making a connection or operating.

Do not use wires with poor insulation.

Do not touch an electric circuit when your hands are wet, or bleeding from a cut or an abrasion.

Do not work on energized circuits without taking extra precautions, such as the use of rubber gloves and wooden handles.