

Altaira recognizes that our staff often work in clients' homes where electrical items are not routinely 'tagged and tested'.

Altaira supplies all staff working in clients' homes with a Residual Current Detector.



**This must be used during use of any electrical appliance.**

To use:

- 1) Directly plug into fixed socket and plug the appliance in to the RCD.
- 2) Press RESET button. The indicator light should come ON.
- 3) Press TEST button. The indicator light should go OFF. If it does not go off **do not use the appliance.**
- 4) Press RESET button for use.

Notes:

- The RCD is not designed for use in damp or wet conditions
- Always plug directly into a wall socket, not an extension lead
- If the RCD has been dropped into water, **do not use** – return to Altaira.

Document Name	Working with Electrical Appliances	Authorised by	Clinical Operations Manager
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To reduce your risk of accidental electrocution:

- Conduct a visual check of all appliances prior to use. Most faults with electrical appliances can be detected with a visual inspection. To make sure appliances are in good condition, look for breaks in power cords, plugs or connectors.
- Use appliances according to the manufacturer's instructions.
- Unplug all electrical appliances, such as hair dryers, shavers, curling irons, clothes irons, and toasters, when not in use.
- Do not use any damaged or obviously old electrical appliance – advise Altaira of the damaged or old item
- Never reach into water to get an appliance that has fallen in without being sure the appliance is unplugged or the circuit is shut off.
- Remember, electricity and water don't mix. Keep all electrical cords and products such as radios, TVs, hairdryers and curling irons away from water in a sink or tub.
- Keep appliance cords as short as possible to avoid accidents such as tripping or knocking the appliance over.
- Do not remove any fixed covers from portable electrical appliances as there is a high risk of electric shock occurring if the appliance is plugged in while the covers are removed.
- Avoid overloading powerpoints and power boards. As a guide, high wattage devices such as electric heaters and jugs should have their own powerpoint as they typically draw half to three-quarters the capacity of the powerpoint, so when used in conjunction with several other appliances, they could blow a fuse or trip a circuit breaker or cause a fire.
- Clean vacuum cleaner dust bags and filters every time before and after use
- Clean clothes dryer lint filters every time before and after use

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