

## STANDARD OPERATING PROCEDURE

# Electronic Test Equipment

**DO NOT** use this equipment unless you have been trained and assessed to a competent level in its safe use and operation, and have been given permission to use this equipment.



Rings and jewellery must not be worn when operating this equipment.



Enclosed footwear must be worn at all times in work areas.

### PRE-OPERATIONAL SAFETY CHECKS

1. Ensure that risk assessment has been read. **UQ risk assessment task ID # 16086.**
2. Ensure no slip/trip hazards are present in workspaces and walkways.
3. Check equipment is fitted with a current electrical safety test tag.
4. Examine the power cord for damage.
5. Locate and ensure you are familiar with the operation of the equipment.
6. Faulty equipment must not be used. Immediately report suspect equipment.

### OPERATIONAL SAFETY CHECKS

#### OPERATE THE EQUIPMENT WITHIN THE DESIGN LIMITS

1. Keep cords and cables away from heat, oil, and sharp edges.
2. Always switch off test equipment when not using or when changing accessory parts.
3. Always follow user's manual specifications when operating equipment.
4. Never carry an item of test equipment by the power cord or disconnect the test equipment by yanking the power cord.
5. Don't use electronic test equipment in damp or wet locations.
6. Ensure any electronic or electrical outputs are operated within the limits of the equipment and that caution is observed when working with higher voltages.
7. Where possible, use current-limited power supplies.
8. When probing any circuit, be aware of making contact with any live or residual energy sources.
9. When working on electronic assemblies, use antistatic protection to avoid circuit/component damage or shock from static energy.
10. Any electrical work must be supervised or performed by a licensed electrical worker.
11. Any electrical equipment undergoing repair, modification or manufacture is to be certified by a licensed electrical worker before entering service.

### HOUSEKEEPING

1. Power off all equipment and return all cables and fixtures to the correct storage location.
2. Display a completed "Equipment in Use" notice when machine is setup and/or in use but unattended
3. Ensure the equipment and work area are in a safe, clean and tidy state after job is completed.

### POTENTIAL HAZARDS

- Electric shock

### FORBIDDEN

- Distracting operator
- Electrical work/testing by unqualified personnel
- Using equipment with lapsed test tag
- Removal or modification of safety devices

This SOP does not necessarily cover all possible hazards associated with the machine and should be used in conjunction with other references. It is designed to be used as an adjunct to teaching Safety Procedures and to act as a reminder to users prior to machine use.