

Safety Bulletin No.	2019 / 12	Date Issued	27 th October 2019
Subject	Unlocked electrical switchboards		
Area of Concern	Warning to check switchboard doors are locked		
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Introduction

This week HV electrical substation 26 was found to be left open creating a potential hazard to people in the area. Upon investigation, it was revealed that the door had been open for over 3 days.

The records showed that the previous user was an experienced and authorised electrical person that thought they had locked the door but had in fact turned the key at 180^o in the wrong direction mistakenly thinking the door had been locked. However, on this occasion did not check that the door had been locked after removing the e-key.



Sub 26 – where doors were found to be open



Always check door is locked after removing e-key

Lesson learnt

The electronic key locks can be fiddly and it is easy to mistakenly think that the door has been locked after removing the e-key without realising the door is still unlocked.

Action

Always double check that doors have been locked after removing the e-key. Failing to do this can create a hazard to people in the area.

Only authorised electrical personnel can access electrical equipment and have a duty of care to ensure that the safety of the public is maintained around electrical equipment.

Please be vigilant in this regard.

Please report any faulty locks or unlocked doors.

THINK SAFELY, ACT SAFELY