


# SAFETY MEMO

<b>Title:</b>	<b>Correct Installation of Locking Tabs on Meter Boxes</b>		
<b>Date:</b>	<b>Tuesday, 24 June 2025</b>	<b>Memo Ref:</b>	<b>SM240625</b>
<b>Issued to:</b>	<b>Electricians in QLD</b>		
<b>Background:</b>	<p>Several recent site inspections have identified a recurring non-conformance in the installation of locking tabs on meter boxes. In most cases, the tab was not correctly rotated, and the slot in the meter box lid was not punched out—compromising a critical safety control.</p> <p>This memo serves to clarify and reinforce the mandatory procedure for properly installing locking tabs. The locking tab enables physical locking mechanisms, providing essential protection against exposure to live electrical components if other safety systems fail.</p>		
<b>Direction to Electricians:</b>	<p>All electricians must ensure the following at every Coral Homes construction site involving a meter box installation:</p> <ol style="list-style-type: none"><li>1. Install the locking tab at the time of meter box installation.</li><li>2. Turn the tab around so it is clearly exposed through the slot on the meter box lid.</li><li>3. Punch out the slot in the lid to allow visibility and access to the locking tab.</li><li>4. Verify that the locking tab is functional and accessible for use with padlocks or other locking devices.</li></ol> <div data-bbox="521 1223 1310 1738"></div> <p>Please ensure strict adherence to the instructions outlined in this safety memo. The safety of all workers remains our top priority.</p>		
<b>Authorised By:</b>	Jaco Mostert	<b>Position:</b>	HSEQ Manager
<b>Contact No:</b>	07 5585 2656	<b>Date:</b>	24/06/2025