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Incident:

One of the tasks you are given at Oztechnology requires you to use an extension lead. When you plug it in, you get a small electric shock. You are not hurt and when you finish the task, you return the lead to the cupboard.

What procedure(s) should you follow in this situation?

Attach the appropriate documentation for this procedure. This can be found in the stationery of your e-learning site and also in the resources area.