Electrical Safety

# Company Policy

Company Name is dedicated to the protection of its employees from occupational injuries and illnesses. Company Name is responsible for providing a safe working environment, and the employees have and assume the responsibility of working safely.

The objective of this program is to supplement the safety policy by providing specific standards regarding Electrical Safety, and to ensure that each employee is adequately trained and fully aware of safety procedures associated with Electrical Safety.

Elimination of injuries and illnesses improves employee morale, improves customer service, improves product quality, and reduces Workers’ Compensation costs.

Job Title/Specific Name is/are designated as the competent person and shall conduct routine safety inspections of jobsites to ensure compliance with this program. The competent person has the authority to enforce the Electrical Safety program in accordance to any and all Company Name safety rules and applicable OSHA regulations. Management, as deemed necessary to meet the requirements of the applicable OSHA standards shall designate competent persons.

Employees are required to comply with the guidelines set forth, and to comply with the instruction of the competent person. In the event an unsafe condition arises in the absence of the competent person, employees shall alert the lead person on the jobsite immediately. Employees shall alert coworkers of any unsafe conditions that arise.

Any Company Name employee who disobeys and/or disregards the guidelines set forth in this program or the company’s safety program shall be subject to disciplinary action.

All employees are required to comply with the rules set forth in this written program. This program is intended to provide the maximum protection for employees of Company Name.

## Protection of Employees

1. Utility locator services shall always be utilized by Company Name.
2. Company Name employees shall not work in proximity to any part of an electric power circuit in the course of work, unless protected against electric shock by deenergizing the circuit and grounding it or by guarding it effectively by insulation or other means.
3. Company Name employees shall be provided insulated protective gloves when using hand tools during exposure to work areas where the exact location of underground powerlines is unknown.
4. Company Name shall ascertain whether any part of an energized electric power circuit, exposed or concealed, is located in proximity to the employees work area. This is to prevent the employee, tool, or machine from coming into physical or electrical contact with the electric power circuit.

Company Name shall post and maintain proper warning signs where such a circuit exists. The competent person shall advise employees of the location of such lines, the hazards involved, and the protective measures to be taken.

1. Romex cable shall not be used as temporary wiring on Company Name jobsites.

## Protection, Inspections, and Testing

1. Company Name shall protect employees on construction sites by means of ground fault circuit interrupters (GFCI).
2. All electrical receptacle outlets on Company Name construction sites that are used by employees shall have approved ground-fault circuit interrupters for personnel protection. Portable GFCIs should be utilized whenever using existing power on a jobsite (such as remodeling/renovation work).
3. Job Title/Specific Name are designated as the electrical safety competent persons for Company Name jobsites.
4. Cords, plugs, receptacles, and equipment connected by cord and plug shall be visually inspected before each day's use for external defects, such as deformed or missing pins or insulation damage, and for indications of possible internal damage. Equipment found damaged or defective shall be tagged defective and not be used until repaired.
5. GFCI Testing:
6. Employees and subcontractors shall test all GFCIs daily prior to use utilizing the GFCI’s internal tester.
7. A minimum of once per week, each GFCI shall be tested by the competent person utilizing an external tester. This test shall be documented.
8. The GFCI shall be tested by the competent person utilizing an external tester following maintenance or suspected damage/failure, prior to being returned to service. This test shall be documented.

## Passageways and Open Spaces

1. Company Name shall provide guarding or barriers to ensure workspace for electrical equipment will not be used as a passageway during periods when energized parts of electrical equipment are exposed.
2. Walkways and working spaces shall be kept clear of cords to prevent a hazard to employees.

## Load Ratings

* In existing installation, no changes in circuit protection shall be made where the load is increased in excess of the load rating of the circuit wiring.

## Fuses

* Employees shall use insulated tools when installing or removing fuses when one or both terminals are energized.

**Cords and cables**

1. Only heavy duty extension cords with ground shall be utilized. Workers shall not use worn, frayed, or ungrounded electric cords or cables on Company Name jobsites.
2. The ends of electrical extension cords and equipment cords shall be replaced only by the competent person.
3. Extension cords shall not be fastened with staples, hung from nails, or suspended by wire.

### Training

1. Employees shall receive training on electrical safety on an annual basis.
2. Employees shall demonstrate knowledge and understanding of electrical safety under the guidance of the competent person.
3. Upon completion of electrical safety training, Company Name shall certify in writing that each employee has received and understands requirements of electrical safety. Certification shall include the employee’s name, date of training, and subject of certification.