

(COMPANY NAME)



PROPERTY OF P&D ENVIRONMENTAL SERVICES

EMPLOYEE ELECTRICAL SAFETY PROGRAM

(COMPANY NAME)

(ADDRESS)

EMPLOYEE ELECTRICAL SAFETY PROGRAM

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INTRODUCTION

According to the National Safety Council, about 1,000 fatalities occur each year due to electrocution, more than half of them while servicing energized systems of less than 600 volts. Another 30,000 non-fatal electrical shock accidents occur each year as well.

It is for these and other reasons that the National Fire Protection Association's (NFPA) technical committee on Electrical Safety has prepared NFPA-70E – "Standard for Electrical Safety in the Workplace." The Occupational Safety and Health Administration (OSHA) have adopted this standard and has corresponding requirements under 29 CR 1910.331-335. Both NFPA-70E (2012) and OSHA's standard addresses the requirements and the responsibilities of the employer and the electrical employee in the workplace, where work is performed on, near, or around energized and/or de-energized electrical equipment or systems.

(Company Name) is firmly committed to providing a safe environment for all of its employees and has developed this "Employee Electrical Safety Program" to meet the requirements of NFPA-70E, article 90 through article 340, OSHA 29 CFR 1910.300 through 335 and 29 CFR 1910.132 through 138.

Overall Responsibility for Program

(Company Name) Employee Electrical Safety Program is composed of a variety of procedures elements, requirements and training policies, which require development, implementation, evaluation and modifications. Because of the vast amount of effort required to establish and maintain this program, (Company Name) has created an Electrical Safety Committee (the Committee) to oversee this program. The committee will report to senior management concerning the effectiveness of our program and/or issues that may arise! The committee will be composed of, e.g.:

- Health and Safety Director
- Electrical engineer
- Lead electrical worker
- Maintenance manager
- Member of management.

Electrical work assignment meeting

Prior to starting each electrical work assignment, the qualified employee in charge (*e.g. supervisor, foreman, lead electrician, etc.*) will conduct an electrical work assignment meeting to inform all employees and outside contractors' employees involved in the work assignment requirements for each job. (*See sample assignment meeting check list. (Page 55)*) It is mandatory that all employees involved attend, and employees' attendance will be documented. (*See sample attendance record. (Page 55)*)

(COMPANY NAME) work assignment briefing will address, at a minimum, the following issues:

- Location of disconnects for equipment being serviced (*e.g. fed from location.*)
- Hazards associated with the electrical work assignment – (*e.g. voltage levels involved*)
- Work procedures involved, (*e.g. shock protection boundaries*)
- Special precautions / safety procedures
- Energy source controls, (*e.g. lockout procedures*)
- Personal protective equipment requirements
- Emergency procedures

A more extensive work assignment briefing or discussion will be conducted when either of the following circumstances applies:

- 1) The work or assignment is complicated or particularly hazardous, or
- 2) The qualified employee involved may not be able to recognize and avoid certain hazards involved with a particular job or work assignment.

Electrical work assignment meetings will be held:

- At the beginning of each shift,
- At the beginning of any new, different, and/or additional electrical work assignment,
- Any time changes that might affect the safety of qualified employees occur during the course of the electrical work assignment,
- When new personnel are introduced to an ongoing job, or
- An electrical work assignment meeting will be pro-active to make certain that all qualified employees involved fully understand the safety issues of the work assignment.