

PAGODA ELECTRICAL, INC.

SAFE WORK PRACTICE PLAN
INFORMATION

PENN-DEL-JERSEY NECA

PAGODA'S *Electrical Safe Work Practices Plan (ESWPP)*

Preface

- In the interest of promoting the NECA, IBEW and OSHA partnership, this plan is written to provide an example of a written Electrical Safe Work Practices Plan. NECA does not claim that this example is comprehensive. It is intended as an aid to introduce partnership signatories to the requirements of NFPA-70E.
- A note from a senior management level employee or owner of the company should be included at this point along with a signature. This employee or owner does not need to be the "point person," the "Electrical Safety Manager" who as per this plan is responsible for overseeing the day-to-day implementation of the ESWPP.

I. Scope

- This plan is mandatory for all employees of (NAME)
- All Vendors and or sub-contractors of (NAME) must submit safe work practice plans to the Electrical Safety Manager, prior to the start of work.
- The Electrical Safety Manager (ESM), (NAME) is responsible for the administration of this plan. All supervisory personnel shall implement this ESWPP, under the direction of the Electrical Safety Manager on all jobsites.
- This plan will utilize the latest edition of "NFPA-70E Electrical Safety in the Workplace" as minimum safe work requirements.
- The general rule for all electrical work is for each task to be performed in an "Electrically Safe Work Condition" as detailed in NFPA-70E, Article 120.
- Safety must be planned into each job and each task. Prior to the start of any job, large or small, it is imperative that electrical safe work practices be considered in each stage of any project to eliminate the need for energized work.

II. Mission Statement

Electrical hazards in the workplace including; electrical shock, arc flash and arc blast are addressed by this ESWPP. All accidents are preventable. The goal of this ESWPP is to promote a safe working culture and to prevent electrical accidents through proactive steps outlined in this ESWPP. This goal will be achieved through training, increased awareness of electrical hazards, evaluation of hazards, eliminating the "hot work mentality" and implementation of the requirements of NFPA-70E.

III. Electrical Safety Program Principles

All employees must understand these Electrical Safety Program Principles.

- (1) Always inspect and evaluate electrical equipment.
- (2) Always maintain the integrity of equipment insulation and enclosures
- (3) Plan every job, document new procedures
- (4) Always deenergize and LOTO when/where possible
- (5) Always anticipate the unexpected
- (6) Identify and minimize all hazards
- (7) Protect all employees from shock, burn, blast and other hazards due to the working environment.
- (8) Use the right tools for each task
- (9) Assess the abilities of employees
- (10) Audit these principles annually

IV. Electrical Safety Program Controls

These Electrical Safety Program Controls must be understood and implemented by all employees.

- (1) Every conductor or circuit part is to be considered as "energized" until proven otherwise.
- (2) No bare hand contact is to be made with exposed energized electrical conductors or circuit parts above 50-volts to ground.
- (3) Deenergizing an electrical conductor or circuit part and making it safe to work on is in itself a potentially a hazardous task.
- (4) The ESWPP and training are provided by (NAME). All employees are required by NFPA-70E to apply the written program and training.
- (5) The procedures outlined in this ESWPP are to be used as "tools" to identify the hazards and to develop plans to eliminate/control the hazards.

- (6) Employees working in an environment influenced by the presence of electrical energy must be qualified through training.
- (7) Identify/categorize tasks to be performed on or near exposed energized electrical conductors and circuit parts
- (8) Logically approach all tasks and determine the potential hazards involved in the task.
- (9) Identify and utilize precautions appropriate to the working environment.

V. Electrical Safety Program Procedures

These Electrical Safety Program Controls must be understood and implemented by all employees.

- (1) Purpose of Task
 - a. Reason for energized work, infeasibility or greater hazard
 - b. Outline of work to be accomplished, MOP
- (2) Qualifications of employees involved
 - a. Number of employees involved
- (3) Hazardous nature and extent of task
- (4) Limits of Approach
- (5) Safe Work Practices to be utilized
 - a. Deenergization
 - b. Electrically Safe Work Condition, NFPA-70E Article 120
 - c. Working on or near Live Parts, implementation of NFPA-70E Article 130
- (6) Personal Protective equipment involved
 - a. FR clothing
 - b. FR smock, overalls etc.
 - c. Voltage rated tools
 - d. Voltage rated gloves
 - e. ATPV rated face shield
 - f. Switching hood
- (7) Insulating materials and tools involved
 - a. Voltage rated blankets
 - b. Blast blankets
- (8) Special precautionary techniques
- (9) Electrical diagrams
 - a. Review as built

- (10)
 - b. Determine all possible sources of energy
 - Equipment details
- a. Physically inspect and evaluate equipment
 - b. Anticipate failure
- (11)
 - Emergency Procedures, First Aid CPR
 - a. Training of First Aid/CPR must be current
- (12) Sketches/pictures of unique features
- (13) Reference data

VI. Electrical Safety Program Policy Enforcement

The Electrical Safety Program Shall be enforced within (NAME) through the implementation of the following:

- (1) Electrical Safety Manager (ESM)
 - a. Required to administer this ESWPP
 - b. Required to monitor training of all employees
 - c. Required to audit this plan
 - d. Required to review and approve all justified energized work
- (2) Front Line Foreman and Sub foreman (pushers)
 - e. Required to assess all jobs/tasks before employees begin work each day
 - f. Required to report any program deficiencies to the ESM
- (3) Journeyman and Apprentices
 - g. Required to observe the general rule to always work in an ESWC
 - h. Required to implement ESWPP training
 - i. Required to report all unsafe conditions observed

VII. Electrical Safety Program Plans & Permits

The Electrical Safety Program shall promote planning of all tasks involving work on or near energized electrical conductors or circuit parts. Where an energized electrical work permit is required in accordance with 130.1(A) the task shall be planned with an outline of prescriptive steps to accomplish the task safely. Routine tasks to be performed by trained, qualified employees may be written to cover periods of time up to three months.

- (1) Plans will contain prescriptive steps to safely perform each task

- (2) Plans for all energized work for Hazard Risk Categories 2 and above shall be in writing
- (3) Plan every job/task
- (4) Ensure that each affected employee understands the task
- (5) Planning prevents accidents and injuries
- (6) These procedures will facilitate the planning process
- (7) Where the procedures and/or plans can be improved contact the Electrical Safety Manager
- (8) Safety planned into all jobs before they begin

VIII. Electrical Safety Program Training

The Electrical Safety Program shall include training for all employees. All employees shall be trained in accordance with 110.6 of NFPA-70E.

IX. Electrical Safety Program Auditing

The Electrical Safety Program shall be audited annually by the ESM and a member of senior level management or the owner of (NAME.) The results of this audit and any changes made to the ESWPP shall be communicated to all employees in the form of jobsite safety meetings. Any changes to the ESWPP will require additional training for all employees affected.