

POLICY STATEMENT

It is the policy of [Company Name] to protect all employees from electrical hazards, including shock, electrocution, arc flash, arc blast, and fires. All electrical work will be conducted in a manner consistent with existing regulations and with recognized safe work practices. This Plan establishes safe work practices for routine operations. Operations that involve high voltage and other unique hazards will need additional procedures for the specific situation.

AUTHORITY AND SCOPE

AUTHORITY

This Plan complies with electrical safety regulations at 29 CFR 1910.331 to 1910.335.

The following more clearly states the above electrical safety regulations for:

ELECTRICAL AWARENESS SAFETY TRAINING FOR UNQUALIFIED EMPLOYEES PER OSHA

29 CFR 1910.331, 332, 333, 334, and 335 address training of unqualified employees in electrical safety, but in a much more generalized manner, as opposed to what is required of qualified personnel.

1910.332(b)(1) states that employees shall be trained in and familiar with the safety-related work practices that pertain to their respective job function/assignments. For example, each employee needs to know where the main electrical shut-off is located.

1910.332(b)(2) states that any unqualified person shall be trained in and familiar with any electrically related safety practices, which are necessary for their safety.

1910.332(c) says that the type of training required can be either of the classroom or on-the-job type. The degree of training provided shall be determined by the risk to the employee.

1910.333 addresses the need for employees to be aware of the LOTO and confined space programs the employer has, making sure that they know they will need to ask their supervisors for direction in how to proceed if these situations/workplace environments should arise.

1910.334 states that it is important for employees to not only recognize, but also know what to do with defective equipment/tools/cords. Specifically, in 1910.334(a) (3) that

grounding-type equipment must be checked prior to use, with all employees understanding the use of the GFCI system in order to protect themselves and others.

1910.335 addresses the PPE needed if employees are exposed to certain electrical hazards in the workplace, as well as the use of insulated tools. Moreover, this section also deals with the various alerting techniques for employees working in and around potential electrical hazards, e.g., signs and tags, barricades, and (if necessary) attendants. The unqualified employee needs to be aware of what each means in a very brief, generalized manner.

SCOPE

The Electrical Safety Plan covers electrical safe work practices for qualified persons (i.e., persons trained to avoid the electrical hazards of working on or near exposed energized parts) and unqualified persons (i.e., persons with little or no training) who work on or near machines, equipment, or circuits that have not been placed in an electrically safe work condition (i.e., not locked/tagged out). It applies to:

- Premise wiring (i.e., installations of electric conductors and equipment within or on buildings or other structures and on other premises such as yards, parking and other lots, and industrial substations)
- Wiring for connection to supply
- Installations of other outside conductors on the premises
- Installations of optical fiber cable where such installations are made along with electric conductors

This Plan does not apply to electrical generation, transmission, and distribution systems.

PROGRAM ADMINISTRATION

TABLE [NUMBER 1] provides the employees and contact information for the administration of the electrical safety program.

[TABLE NUMBER 1]

PROGRAM CONTACT INFORMATION

[Modify the table and job descriptions that follow the table as applicable to your organization.]

Function	Name, job title, or department	Contact Information
Plan Administrator	[Name]	Work phone: Cell phone:
Supervisor(s)		Work phone: Cell phone:
Maintenance Manager		Work phone: Cell phone:
Purchasing Manager		Work phone: Cell phone:
EHS Manager		Work phone: Cell phone:
Training Manager		Work phone: Cell phone:
Safety Committee Chairperson		Work phone: Cell phone:
[Other]		Work phone: Cell phone:

PLAN ADMINISTRATOR. The Electrical Plan Administrator will provide safe work procedures and permits for electrical work as required, and provide and implement other critical procedures such as lockout/tagout, testing, and safety-related work practices as required by regulation. Specifically, the Administrator will:

- Ensure that employees who work or who may potentially work near exposed energized parts are trained and qualified.
- Ensure that approved, maintained, and tested personal protective equipment (PPE) and other electrical safety equipment are provided, available, and used properly.
- Establish, implement, and maintain procedures that will ensure electrical safe work practices.
- Establish and maintain records as required.

The Administrator will also ensure that workers of all disciplines and their immediate supervisors working with, or in proximity to, electrical equipment receive:

- Electrical safety awareness training