

SECTION XIX: ELECTRICAL SAFETY POLICY

Objective:

- To prevent electrical hazards and ensure the safety of employees working with or near electrical equipment and systems.

Scope:

- This policy applies to all employees who are exposed to electrical hazards in the workplace, including those working on or near electrical installations, equipment, and machinery.

Responsibilities:

- **Management:** Ensure the implementation and enforcement of the electrical safety policy. Provide resources for training and personal protective equipment (PPE).
- **Director of Safety:** Develop and oversee the electrical safety program. Monitor compliance and review incident reports to identify trends and areas for improvement.
- **Electrical Safety Officer:** Maintain electrical equipment to ensure it is in safe operating condition. Coordinate electrical safety inspections and track maintenance records.
- **Employees:** Comply with all electrical safety policies and procedures. Report any electrical hazards or incidents immediately.

Electrical Safety Procedures:

- **Lockout/Tagout (LOTO):** Implement LOTO procedures to ensure that electrical equipment is de-energized and locked out before maintenance or repair work.
- **Grounding:** Ensure that all electrical equipment is properly grounded to prevent electric shock.
- **Insulation:** Use insulated tools and wear appropriate PPE, such as rubber gloves and insulated mats, when working with electrical equipment.
- **Overhead Power Lines:** Maintain a safe distance from overhead power lines and use non-conductive ladders when working near them.
- **Portable Electrical Equipment:** Inspect portable electrical equipment for damage before use and use only equipment that is approved for the specific environment (e.g., wet or explosive areas).

Training and Awareness:

- Provide initial and ongoing training for employees on electrical safety practices, including LOTO procedures, PPE use, and emergency response.
- Conduct regular safety meetings to discuss electrical safety topics and share lessons learned from incidents.

Emergency Response:

- Develop and communicate procedures for responding to electrical emergencies, such as electric shock or arc flash incidents.
- Ensure that employees know how to use fire extinguishers and other emergency equipment in the event of an electrical fire.

Monitoring and Evaluation:

- Conduct regular inspections of electrical equipment and installations to identify potential hazards.
- Review incident reports and near-miss incidents to identify trends and areas for improvement.