



COMPANY HEALTH & SAFETY PROGRAM

Issue: A
Date: 4/20/2009
Rev: 2
Date: 11/14/17
Authorized: **MJM**

Title: Electrical Safety

Section No: 11

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1.0 PURPOSE

The purpose of this section is to provide requirements and guidelines concerning the safe use and inspection of electrical tools and equipment.

2.0 SCOPE

This section provides procedures intended to keep employees safe from potential electrical shock hazards associated with the use of electrical power tools and equipment.

3.0 INDEX TO SECTION

- 1.0 Purpose
- 2.0 Scope
- 3.0 Index to Section
- 4.0 Policy
- 5.0 Procedures
- 6.0 Training
- 7.0 **Electrical Safety Qualified Personal (Supplement)**

4.0 POLICY

Government regulated ground-fault protection rules mandate that it is the employer's responsibility to provide either:

1. Ground-fault circuit interrupters on construction sites for receptacle outlets in use and not part of the permanent wiring of the building or structures; or
2. A scheduled and recorded assured equipment grounding conductor program.

PPP has selected Ground Fault Circuit Interrupters (GFCI) as the company's primary method of protecting employees from potential electrical shock hazards associated with the use of electrical power tools and equipment. Additional procedures shall be performed that have some aspects of an assured equipment grounding conductor program. **PPP's safety director shall designate a competent person for each job site.**

PPP's procedures may be superseded by procedures established by an owner or management contractor.



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5.0 PROCEDURES

1. The PPP tool manager is responsible for verifying all portable electrical power tools and appliances are Hi-pot/Continuity tested prior to issue to job-sites.
2. Extension cords shall be continuity tested and visually inspected for damage prior to issue.
3. Employees shall inspect daily/prior to use extension cords, power tools, appliances and equipment for:
 - a. Broken, cut or frayed insulation;
 - b. Broken or exposed wires;
 - c. Damaged plugs;
 - d. Missing ground terminals; and
 - e. Separated male/female plugs.
4. Damaged, defective or otherwise unsafe cables, cords, plugs, tools, appliances and equipment shall be removed from service immediately and tagged "Do Not Use" until repairs are made. Repairs shall be made only by qualified service technicians.
5. GFCI shall be used on all 120-volt single-phase 15-amp and 20-amp receptacle outlets, which are not part of the permanent wiring of the building or structure.
6. Extension cords shall be rated to accept the maximum current (amps) required by the tools, appliances or equipment they are used with.
7. Extension cords shall be protected against damage that could be caused by traffic, sharp corners or projections, pinching in doorways, etc., and routed so as to not become a tripping hazard.
8. Extension cords shall not be fastened with staples, hung by nails or suspended by wire or other conductive material.



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9. Inspection intervals not to exceed 3 months, except that cord sets & receptacles which are fixed & not exposed to damage shall be tested at intervals not exceeding 6 months. Tests performed as required by this program shall be recorded as to the identity of each receptacle, cord set, & cord & plug connected equipment that passed the test and shall indicate the last date tested or interval for which it was tested. This record shall be kept by means of logs, color coding, or other effective means & shall be maintained until replaced by a more current record. These records shall be made available at the job site for inspection by the Assistant Secretary & any affected employees.

6.0 TRAINING

Electrical safety shall be the primary topic of the PPP Employee Weekly Safety Meeting outline at least annually. Electrical safety is also included in all jobsite orientations. [This written program will be on all job sites in the foreman's copy of the PPP Health and Safety Program located in the job site trailer.](#)

Electrical safety training shall also be accomplished by reviewing this section and/or related safety incidents as a special or site specific topic of the weekly safety meeting, as deemed appropriate or timely by the PPP safety director, project supervisor or site safety coordinator.

7.0 Electrical Safety Qualified Personal

[Click on Hyperlink for Electrical Safety Qualified Personal Health & Safety Program Supplement or see attached Supplement.](#)



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REVISION HISTORY

Revision number	Description of change	Written by	Checked by	Effective date
1	Electrical Safety Qualified Personal Health & Safety Program Supplement	George Newton	Safety	1/11/2011
	Program reviewed		GMN	4/4/2014
2	Revised section 4.0(2) and 6.0 Added 5.0(9)	Mike McCaffrey	MJM	11/14/17