Electrical Safety Program

GENERAL

The UNCW Environmental Health & Safety Department (EH&S) is authorized by UNCW Policy 05.600 to develop and manage comprehensive environmental, health and safety programs. Additionally, they are tasked to identify and address regulatory requirements. In that spirit, this Electrical Safety Program has been developed to protect employees by ensuring that all employees understand the Electrical Safety Program before employees perform servicing and maintenance activities. This program is intended to meet the Occupational Safety and Health Requirements for General Industry outlined in 29 CFR 1910.331-.335.

SCOPE

This policy applies to all university employees regardless of status or type of employment. It may be used as minimum guidelines for contractors and/or vendors that are expected to maintain their own safety program.

APPLICATION

This written policy outlines responsibilities, training and program requirements with regard to the Electrical Safety Program.

RESPONSIBILITIES

Each Department shall be responsible for the implementation of the Electrical Safety Program procedures. Employees shall have training in understanding the significance of implementing the procedures. Employees will use the Electrical Safety Program when working in conditions where there is a danger or risk of electrical shock or electrocution.

Each department is responsible for complying with this section.

Electrical safety-related work practices apply to:

1) **Qualified persons** – those familiar with the construction and operation of electrical equipment, and the hazards involved and who have training in avoiding the electrical hazards of working on or near energized parts;

2) **Unqualified persons** – those with little or no such training working on, near or with the following installations:
a) Premises Wiring: Installations of electric conductors and equipment within or on buildings or other structures and on other premises such as yards, parking lots, other lots and industrial substations.
b) Wiring for connection to supply: Installations of conductors that connect to the supply of electricity.
c) Other Wiring: Installations of other outside conductors on the premises.
d) Optical Fiber Cable: Installation of optical fiber cable where such are made along with electric conductors.

Other work covered by unqualified persons includes work on, near or with:

1. Generation, transmission and distribution installations
2. Communications installations
3. Installations in vehicles
4. Installation in ships or other watercraft

Excluded work by qualified person includes work on or directly associated with the following installations:

1. Generation, transmission and distribution installations for the generation, control, transformation, transmission, and distribution of electrical energy (including communication and metering) located in buildings used for such purposes or located outdoors.

**Note 1**: Included in this practice is work on or directly with installation of utilization equipment that is not an integral part of a generating installation

**Note 2**: Work on or directly with generation, transmission or distribution installations includes:

a) Repairing overhead or underground distribution lines or repairing a feed-water pump for the boiler, in a generating plant.

b) Line-clearance, tree trimming and replacing utility poles.

c) Work on electric utilization circuits in a generating plant provided that:

**Such circuits are co-mingled with installations of power generating equipment or circuits; and

**The generation equipment or circuits present greater electrical hazards than those posed by the utilization equipment or circuits (such as exposure to higher voltages or lack of over current protection).


3. Installations in vehicles include: ships, watercraft, golf carts (or similar), John Deer Gators (or similar) or automotive vehicles other than mobile home and recreational vehicles.

Reviewed January 2013
TRAINING

Those employees facing a higher than normal risk of electric shock, require training. Those employees working in areas not reduced to a safe level by the installation requirements of the National Electrical Code or OSHA General Requirements for Electrical System and Equipment Design have been identified as “high risk”.

The department shall provide training so employees understand the purpose and function of the program (knowledge, skills, application, use of equipment)

Content of Training

1. The training will cover the respective OSHA standards, all safety-related work practices and equipment by OSHA Standard 1910.331 through 1910.335 that pertain to their job assignments and may include, but is limited to:
   a. De-energized parts
   b. Verification of de-energization
   c. Re-energization
   d. Distinguish live parts from other parts
   e. Work on or near overhead power lines
   f. Portable ladders
   g. Conductive apparel
   h. Housekeeping duties
   i. Electrical safety interlocks
   j. Lockout/tagout
   k. Cord and plug connected equipment
   l. Eye and face protection
   m. Safe clearance distances for voltages, and
   n. Insulated tools.

2. Additional requirements for unqualified persons – In addition to being trained in the safety practices related work, unqualified employees facing a risk of electric shock must have training in any electrically related safety practices not covered in these requirements or the OSHA Standards but which are necessary for employees’ safety.