



NBCC

Safe Work Practice (SWP)

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| Name of Task: | |
| Accessing Electrical Panels | |
| Department/Unit: All Staff | |
| Personal Protective Equipment or other required equipment or other safety considerations: | |
| Hazards: Electrical Shock | |
| Required Training | Orientation to the electrical panel being accessed. |
| Steps to be taken to complete task safely: | |
| 1 | NBCC provides non electrical workers to access building electrical panels based upon the following Guidelines. The intent of the guidelines is to ensure that only responsible persons have access to keys and limit the number of keys in circulation while maintaining a degree of flexibility to permit authorized persons to reset panels or shut off power should an emergency situation occur. |
| 2 | Access to main/major electrical panels is not permitted within these Guidelines. |
| 3 | Only persons authorized by the Regional Operations Manager will be provided keys permitting access to electrical panels. |
| 4 | An authorized person is a responsible individual who has been identified as having a defined need to access the electrical panel. To be recognized as an authorized person an individual must undergo an orientation by the Facilities Supervisor to ensure they know which panel they have access to and the areas covered by the panel. |
| 5 | Access is permitted to allow for the shut off of power during an emergency situation or to do a visual inspection and to reset a single breaker. |
| 6 | Only a single attempt shall be made to reset a tripped breaker. |
| 7 | Authorized persons will be responsible and held accountable for the control and security of any key issued to them. Accordingly keys must not be loaned to another person. |
| 8 | A panel, breaker or other electrical device bearing a Lockout Tag or sticker must not be interfered with. |
| 9 | In the event that a breaker does not reset on the initial attempt or a situation occurs which is beyond a simple tripped circuit Facilities Maintenance must be advised immediately and no further attempts should be made to reset the breaker. |
| 10 | Any defect noticed at or within a panel e.g. damage or distortion, faulty locks, burning smells, visible signs of overheating of equipment, panels not securely fastened, inappropriate storage of materials or accumulation of waste, missing cover plates, etc. must be reported to Facilities Maintenance staff promptly. |
| 11 | Instances of constant tripping of a breaker/circuit must be reported to Facilities Maintenance staff immediately the trend is noticed. |
| 12 | Non compliances outside the scope of this Guideline may result in the withdrawal of keys from and subsequent disciplinary action being taken against the individual. |
| 13 | NO ELECTRICAL WORK IS TO BE CARRIED OUT ON ANY FIXED ELECTRICAL INSTALLATION WITHIN ANY NBCC OWNED OR OPERATED FACILITY WITHOUT PRIOR APPROVAL FROM THE REGIONAL OPERATIONS MANAGER/DESIGNATE. |

Any document appearing in paper form is uncontrolled and must be compared to the electronic version.

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure. Report any hazardous situation to your instructor/supervisor immediately.

Responsibilities, Completion and Review

Management and workers to ensure all duties performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. utilizing personal, protective equipment as per SAFE Work Procedures). Notify Manager or designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.

Completed by and Date:

Approved by:

Last Reviewed / Revised by and Date:

Note: This task will be monitored periodically to ensure compliance and effectiveness.