

## Safe Work Practice (SWP)

<b>Name of Task:</b>	
Electrical Safety – Portable Equipment	
<b>Department/Unit:</b> Maintenance, Custodial, All Staff	
<b>Personal Protective Equipment or other required equipment or other safety considerations:</b> Specific safety equipment may include nonconductive hard-hats, gloves, and foot protection. Individual operating manual should be consulted.	
<b>Hazards:</b> Electrical Shock	
<b>Required Training</b>	Each employee must be trained in the proper operation of equipment prior to being allowed to use the equipment. Training must include proper inspection techniques for the equipment.
<b>Steps to be taken to complete task safely:</b>	
1	The employee must familiarize themselves with the safe operation of equipment and the electrical hazards that may occur. This includes training, lockout requirements, and specific types of work practices and the required precautionary practices when using portable electric equipment.
2	All portable electric equipment will be handled in such a manner that will not damage or reduce service life. Flexible cords connected to equipment may not be used for raising or lowering equipment and will not be used if damage to the outer insulation is present.
3	Visual inspections are carried out and unauthorized alterations of the grounding protection are not allowed to ensure the safety of employees.
4	Prior to use, a visual inspection will be performed for external defects and for possible internal damage. Attachment plugs and receptacles may not be connected or altered in a manner that would prevent proper continuity of the equipment grounding conductor. In addition, these devices may not be altered to allow the grounding pole of a plug to be inserted into slots intended for connection to the current-carrying conductors.
5	A visual inspection is done to identify any signs of potential sparking or burn areas.
6	If a problem is identified, the employee will follow the Lockout/Tagout procedure and notify the supervisor immediately.
7	Portable electric equipment and flexible cords used in highly conductive work locations or in job locations where employees are likely to contact water or conductive liquids shall be approved by the manufacturer for those locations. The hazardous locations that employees should be aware of include, wet locations and locations where combustible or flammable atmospheres are present.
8	For wet locations, employees' hands will not be wet when plugging and unplugging energized equipment. Energized plug and receptacle connections will be handled only with protective equipment if the condition could provide a conductive path to the employee's hand (if, for example, a cord connector is wet from being immersed in water).
9	In addition, ground-fault circuit interrupter (GFCI) protection is required for some equipment/locations and is also recommended for use in all wet or highly conductive locations.
10	For combustible/flammable atmospheres, all electric equipment and wiring systems in classified locations must meet The National Electric Code requirements for that particular classification.

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

11	When not in use and portable electric equipment must be properly stored in such a way the damage will not occur to the unit or that there is a risk of electrical shock to others in the area. A unit should be unplugged when power is not required.
<b><i>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.</i></b>	
<b>Responsibilities, Completion and Review</b>	
<i>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.</i>	
<b>Completed by and Date:</b>	<b>Approved by:</b>
<b>Last Reviewed / Revised by and Date:</b>	<b>Note:</b> This task will be monitored periodically to ensure compliance and effectiveness.