

DHHS POLICIES AND PROCEDURES

Section V:	Human Resources
Title:	Safety and Benefits
Chapter:	Electrical Safety Plan
Current Effective Date:	3/1/16
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Original Effective Date:	N/A

Purpose

The purpose of this policy is to establish a safe environment for employees when working with electrical equipment. This policy applies to all DHHS staff working on or with electrical equipment.

Policy

It is the policy of DHHS to protect employees, patients, clients, residents, and any other individuals from electrical hazards. This policy establishes electrical safety guidelines to ensure compliance with the Occupational Safety and Health Administration (OSHA) standards.

Definitions

GFCI – An electrical protection device designed to protect from electric shock. It is a device that shuts off an electric circuit when it detects that current is flowing along an unintended path, possibly through water or through a person.

Roles and Responsibilities

Safety Programs Manager

The Safety Programs Manager (SPM) ensures that a written plan is in place to establish an electrical safety policy. The SPM reviews the policy periodically.

Safety Officer

The Safety Officer monitors his/her assigned area to ensure compliance with this policy. The Safety Officer is designated as the competent person to oversee and monitor the effectiveness of the Electrical Safety Program. Safety personnel in conjunction with Plant Operations staff are responsible for providing technical guidance and training concerning the Electrical Safety Program.

Manager/Supervisor

The manager/supervisor ensures that employees comply with the guidelines established by this Plan. The manager/supervisor ensures that designated staff complete required training prior to handling or cleaning up fluorescent tubes.

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DHHS Staff

Staff are responsible for complying with this policy. Affected staff complete training as required. Staff working with electrical equipment are responsible for visual inspection of electric tools and cords issued through their areas. Each employee will evaluate maintenance and construction tasks for electrical safety requirements.

Implementation

Visual Equipment Inspections

- A visual inspection is performed by employees who use electric equipment to identify damaged components before use (power cords, plugs, pins, etc.).
- Defects are reported to the Supervisor for inspection and repair.

Construction and Wet Location Electrical Service

Each Maintenance shop will maintain portable ground fault circuit interrupter (GFCI) devices for temporary electrical service on construction sites, outdoor, or other potentially damp locations.

Contractors

Outside contractors performing construction, demolition, or renovation activities where temporary electrical service is used will comply with the requirements of the OSHA standard and this policy.

Training

The Safety Department will assist in providing staff training on the elements of the Electrical Safety Program.

- Supervisors will be provided training in operating portable electrical equipment or use extension cords on construction sites.
- The requirement to immediately report defective power cord insulation, ground pins, or other damaged components will be discussed.
- The Safety Officer provides technical assistance to staff unfamiliar with the requirements of this plan.
- Flexible cords and cables are not used as a substitute for fixed wiring or routed through walls or floor openings.

References

- OSHA Construction Industry Standard, 29 CFR 1926, Subpart K.

- https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10915
OSHA General Industry Standard, 29CFR 1910, Subpart S
https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10135

For questions or clarification on any of the information contained in this policy, please contact [Human Resources](#). For general questions about department-wide policies and procedures, contact the [DHHS Policy Coordinator](#).

