

This is an example of a Code of Safe Practices for electrical work. This sample is to help the contractor create a Code of Safe Practices that fits his/her operations.

General

1. Work on electrical equipment can only be performed by Qualified Personnel.
2. All electrical equipment and systems will be treated as energized until tested or otherwise proven to be de-energized.
3. Use of lockout/blockout/tagout is required for all work on electrical systems unless the work requires the system being worked upon be energized. NOTE: energized work must be approved and signed off by supervision and meet the conditions outlined in safe practice #4 of this Code of Safe Practices.
4. Do not perform work on energized systems unless the following conditions are met:
 - a. Responsible supervision has determined that the work is to be performed while the equipment or systems are energized.
 - b. Involved personnel have received instructions on the work techniques and hazards involved in working on energized equipment.
 - c. Suitable personal protective equipment and safeguards (i.e., approved insulated gloves or insulated tools) are provided and used.
5. Unaccompanied work on energized systems exceeding 600v is prohibited.
6. If the work being performed requires that the system be energized, ensure that the persons performing the work are trained in CPR.
7. Before using or working on electrical equipment, make sure that you identify the location of the equipment's circuit breaker or disconnect, in case of an emergency.
8. Do not wear metal jewelry while working on energized electrical systems.
9. Ground Fault Circuit Interrupters (GFCIs) shall be installed on each temporary 15 or 20 amp, 120 volt A/C circuit.
10. Extension and temporary power cords shall be rated for the load they are intended to carry and grounded.

Use of Tools

1. Electrical tools shall be grounded or double insulated.
2. Do not use electrical tools that have a cracked housing.
3. Do not use electrical tools with defective or damaged cords.
4. Do not use electrical tools while working on a metal ladder, unless ladder has rubber feet.
5. Do not repair damaged electrical cords with electrical tape. Dispose of the damaged cord and replace it with an OEM cord.
6. Do not operate electrical tools with wet hands or while you are standing on wet surfaces.
7. Beware of overhead power lines.
8. Only trained, qualified and authorized employees shall make repairs to electrical equipment and tools.
9. Do not use frayed, cut, or cracked electrical cords.

Use of Cords

1. Do not connect multiple electrical cords into a single outlet.
2. Do not use extension or power cords that have the ground prong removed or broken off.

3. Use a cord cover or tape the cord down when running electrical cords across aisles, between desks or across entrances or exits.
4. Turn the power switch to "Off" and unplug office machines before adjusting, lubricating or cleaning them.
5. Avoid wet working conditions and other dangers.
6. Use Ground Fault Circuit Interrupters. GFCI's are electrical devices that are designed to detect ground faults (when current is "leaking" somewhere outside its intended pathway). If your body provides the path to ground for the leaking current, you could receive a shock or be electrocuted. GFCI's should be used in all wet locations and on outside outlets.
7. Extension cords used with portable electrical tools and appliances shall be three-wire types. Never remove grounds from extension cords.
8. Do not use extension cords that have splices, exposed wires or cracked or frayed ends.
9. Do not use extension cords or other three pronged power cords that have a missing prong.
10. Do not remove the ground prong from electrical cords.
11. Do not use an adapter such as a cheater plug that eliminates the ground.
12. Do not overload circuits with equipment or extension cords.

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