WESTERN School Division
Morden, Manitoba
"Rooted In Caring; Committed to Learning"

Safe Work Procedure: Electrical Safety

Department/Area:	Approved by:	Date Created:	Review/Revision Date:
Maintenance	Workplace Safety and Health Committee	December 5, 23	Annually

Potential Hazard	Risk level
Awkward/sustained postures	Medium
Forceful exertions	Low
Repetitive movements	Medium
Vibration	Medium
Compression	Medium
Sharp points/edges	Low
Pinch points – fingers caught	Low
Materials falling	Medium
Surfaces causing falls	Medium
Moving machinery	Low
Electrical	High
Noise	Medium
Combustibles/flammables	Medium
Other	

Risk control devices, personal protective equipment, and other safety considerations	Training/Reference info
• CSA approved footwear • Lockout/Tagout energy isolation • Multimeter tester, amp meter • Manufacturer's manual	• Part 38, Electrical Safety, *Manitoba Workplace Safety and Health Regulation (WSH Regulation)* • The Electricians' License Act • The Manitoba Electrical Code • NPFA 70E Standard for Electrical Safety in the Workplace • CSA Z462 Workplace Electrical Safety • CSA Z460-05 Control of Hazardous Energy-Lockout and Other Methods

Note: Communicate with a supervisor prior to working with any electrical apparatus. Only an electrical worker performs electrical work. No other worker is permitted to do electrical work in the workplace. The WSH Regulation defines an "electrical worker" as a person authorized to do electrical work or restricted electrical work under The Electricians' License Act.

The direct supervisor must ensure that employees who report to him/her are trained and follow this safe work procedure.

Steps to complete this task safely:

The electrical current in regular businesses and homes has enough power to cause death by electrocution. Even changing a light bulb without unplugging the lamp can be hazardous. For these reasons, it is vital that when maintenance or repair of electrical equipment is performed, the equipment is locked out-of-service and tested to its safety.

- Lockout/tagout before start of work and inspect areas for any exposed electrical cables, wet floors or damp areas. Always assume cables are live. Place barriers or warning signs to prevent unauthorized persons from getting near the work areas.
- Inspect the area for any flammable materials (e.g., chemicals, combustible materials and gases, etc.) before testing.
- Verify that the equipment is de-energized by switching on the apparatus or using a tester. If not, locate the main switch and perform lockout/tagout. Note: If operating a piece of equipment, ensure guards are in place.
- If extension cords are used across an area, ensure they are fastened to the floor to avoid tripping and falling. If possible, place the cord overhead.
- Use the appropriate extension cord's rating to prevent overheating, electrocution or fire.
- If working at a height of 3 metres or more, use fall protection (e.g., full body harness, ladder, railings, etc.) and ask someone for assistance.
- Always use Ground Fault Circuit Interrupters (GFCIs). GFCIs will de-energize a piece of equipment when it senses a current overload on the system.
- If working alone, inform your supervisor of your location and the time you will be working.
- After the work has been completed, clear the area, report to your supervisor and remove the lockout/tagout.