

Only authorized personnel at **(your organization's name)** are permitted to do any electrical service work. Only authorized personnel are permitted to repair, adjust, test, or service electrical equipment in any way. Governmental codes regulate these requirements and impose strict guidelines to follow in the area of electrical safety.

- Never expose yourself or others to energized electrical circuits.
 - No types of work, tests, or adjustments on energized circuits are permitted unless company authorization has been given.
- Refrain from bringing in or using personal portable electrical equipment such as radios, heaters, etc.
 - The responsible supervisor must approve such equipment prior to it being used on company property.
- Before work begins, check to see that all electrical implements are in safe condition.
 - If you have any doubts or questions regarding the safety of the equipment, notify your supervisor immediately and have the condition checked by the electrical department.
- Before plugging in and using electrical equipment, inspect it for the following:
 - Make sure there is an attached electrical inspection label dated within the past six months.
 - Ascertain that the electrical cord is free of cuts or abrasions through the outer insulation.
 - Examine the male plug to be sure that no prongs are loose or missing.
 - Check for evidence of loose or visually damaged parts, switches, shielding, nuts, bolts, etc. Report any of these defects to your supervisor.
 - Inspect the receptacle before plugging in electrical cord. Check for burn marks, cracks, broken insulation, missing cover plate, or other noticeable defects. Notify your supervisor immediately, and do not use the equipment if you find any of these faults.
 - Upon insertion of the plug, if the receptacle is discovered to be loose, immediately disconnect the plug and report the situation to your supervisor.

OPERATION OF ELECTRICAL EQUIPMENT

1. Check to see that the male plug is correctly seated in the receptacle.
2. If any shock sensation is felt when using the equipment, immediately shut it off, unplug it, and inform your supervisor.
3. If the equipment does not operate, disconnect the plug and inform your supervisor of the malfunction.
4. Never unplug equipment by pulling the cord. Turn off the apparatus switch and then pull the plug from the receptacle.
5. When you leave the work area, be sure that all equipment is unplugged.
6. When your job is complete, recheck the equipment to be sure it is ready for the next operator.
7. Extension cords used with portable electric tools and appliances shall be a three-wire type.
 - a. It shall be placed in as dry a path as possible away from water and mud and kept away from doorways and walkways where it could become a tripping hazard.

8. Supervisors must ensure that all electrically powered apparatuses are forwarded to the electrical department promptly for scheduled and emergency repairs.
9. Supervisors must ascertain that all employees thoroughly understand the above inspection and operating instructions.