

## **Appendix B**

### **Safe Work Practices**

#### **General Safety Requirements**

- Only Qualified High Voltage Electrical Workers shall be permitted to work on energized electrical circuitry (50 volts/25 amps) to ground or greater.
- Permanent modifications (such as guards, barriers, interlocks, voltage dividers, etc.) shall be implemented on any piece of equipment, machine or system, which has exposed electrical circuitry greater than 50 volts/25 amps to prevent accidental contact by personnel during normal operation, service, or maintenance activities.
- Where modifications cannot be made, temporary barriers, signs, or other alerting means shall be used to protect associates when permanent guards or other safety systems must be removed or deactivated to complete the documented maintenance or test procedure.
- Personnel performing energized electrical work should be alert, concentrate on the work being performed, and be aware of grounded objects and their proximity to hands, arms, legs, and feet.
  - Personnel should not talk unnecessarily while performing energized electrical work, and should proceed with the work to be done in a safe manner.
  - Loose wire ends should be protected with wire nuts while performing energized electrical work. Energized equipment must never be left open or exposed while unattended.
  - When possible, employees should perform energized electrical work following the “One Hand Rule”. This requires the employee to place one hand in a pocket to prevent contact with grounded work surfaces while performing energized electrical work and to prevent electrical current from flowing through the heart.

#### **Cord and Plug Connected Equipment**

The following work practices should be followed whenever performing work using cord and plug-connected equipment, including extension cords.

- Visual inspection of the cord and plug should be performed before starting work. Defective or damaged items must be removed immediately from use, and may not be used until repairs and tests necessary to render the equipment safe have been made.
- All extension cords must be rated for their intended use.
- Extension cords used with grounded equipment must contain a grounding conductor. Adapters that interrupt the continuity of the equipment grounding connection may not be used.

- Equipment provided with a GFCI should be tested using the test function of the GFCI before starting work, to ensure that ground fault protection is present. Equipment is not to be used if the GFCI is found to be defective.
- Equipment should be handled in a manner that will not cause damage to the cord and plug. Cords are not to be used for raising or lowering equipment, and should not be fastened with staples or hung in a fashion that could damage the outer jacket or insulation.
- Cords should be routed so that they do not present a trip hazard in aisles and workspaces.

Workers' hands shall be dry when plugging and unplugging cord and plug connected equipment and extension cords. Locking connectors should be properly secured after connection.