

function — *of beauty*

ELECTRICAL SAFETY PROGRAM

FOB-EHS-003

Function of Beauty 5570 Snyderstown Rd. Paxinos, PA 17824

ELECTRICAL SAFETY PROGRAM

1.0 Purpose

Electricity is a serious workplace hazard, capable of causing both employee injury (shocks, electrocution, fires and explosions) as well as serious property damage. By providing maintenance personnel with proper training in safe electrical work practices, Function, Inc. hopes to reduce the risk of such incidents.

2.0 Definitions

- 2.1** Qualified worker: An employee who is trained and authorized to perform work on electrical equipment and components.
- 2.2** Unqualified worker: An employee who has not been trained or authorized to perform electrical work.

3.0 Responsibilities

- 3.1** Function, Inc's EHS department is responsible for providing employee safety training, conducting electrical safety inspections, correcting all electrical safety hazards, and ensuring that all new electrical equipment and components comply with codes and regulations.
- 3.2** Employees are responsible for the immediate reporting of electrical safety hazards, for not working on electrical equipment without proper training and authorization, and for inspecting equipment prior to using it.

4.0 Training

- 4.1** Qualified Employees
 - 4.1.1** Training for those employees qualified to perform electrical work will consist of:
 - Specific equipment procedures;
 - The training requirements outlined in OSHA standard 29 CFR 1910.331 to 1910.339.
- 4.2** Unqualified Employees
 - 4.2.1** Employees not qualified or authorized to perform work on electrical equipment and components will be trained in general electrical safety precautions for the purpose of hazard awareness.
 - 4.2.2** The following electrical safety rules also apply to unqualified employees:
 - 4.2.2.1** · Do not conduct any electrical repairs;
 - 4.2.2.2** · Report all electrical hazards to your supervisor;
 - 4.2.2.3** · Do not operate equipment if you believe there is an electrical hazard;
 - 4.2.2.4** · Do not allow electrical equipment or components to contact water;

4.2.2.5 · Remember that even low-voltage electricity can be physically harmful;

4.2.2.6 · Do not use cords or plugs that are missing the 'ground' prong;

4.2.2.7 · Do not overload electrical receptacles.

5.0 Hazard Control

The following control methods will be used to prevent occurrence of electricity-related incidents:

5.1 Engineering Controls

- 5.1.1 All electrical distribution panels, breakers, disconnects, switches and junction boxes must be completely enclosed;
- 5.1.2 Water-tight enclosures must be used if any of these components could possibly be exposed to moisture;
- 5.1.3 Structural barriers must be used to prevent accidental damage to electrical components;
- 5.1.4 Conduits must be supported for their entire length, and non-electrical attachments to conduits are prohibited;
- 5.1.5 Non-rigid electrical cords must have strain relief wherever necessary.

5.2 Administrative Controls

- 5.2.1 Only trained, authorized employees may repair or service electrical equipment;
- 5.2.2 Contractors must be licensed to perform electrical work;
- 5.2.3 Physical barriers must be used to prevent unauthorized persons from entering areas where new installation or repair of electrical components or equipment is being performed;
- 5.2.4 Only authorized employees may enter electrical distribution rooms;
- 5.2.5 All electrical control devices must be labeled properly;
- 5.2.6 Senior facility management must authorize any work on energized electrical circuits.\

5.3 Work Practice Controls

- 5.3.1 Use only tools that are properly insulated;
- 5.3.2 Non-conductive gloves will be available for work on electrical equipment;
- 5.3.3 Electrical-rated matting will be placed in front of all electricity-distribution panels.

6.0 Electrical Equipment Inspections

6.1 Inspect all electrical equipment for hazards that could cause employee injury or death. Consider the following factors when determining the safety of the equipment:

- 6.1.1 Suitability for the intended use;

- 6.1.2 Proper insulation;
- 6.1.3 Heating effects under conditions of use;
- 6.1.4 Arcing effects;
- 6.1.5 Classification by type, size, voltage, current capacity and intended use.

7.0 Personal Protective Equipment

Function, Inc will provide personal protective equipment for use by employees working in areas where they could be exposed to electrical hazards.

- 7.1 Employees are required to observe the following procedures for PPE use:
 - 7.1.1 PPE use is mandatory when contact with exposed electrical sources is likely;
 - 7.1.2 Only use PPE that is designed for the work being performed;
 - 7.1.3 Inspect and test all PPE prior to use;
 - 7.1.4 Use a protective outer cover (leather, for example) if the work being performed might damage the PPE's insulation;
 - 7.1.5 Wear non-conductive headgear if there is danger of electrical burns or shock from contact with exposed, energized equipment;
 - 7.1.6 Wear eye and/or face protection any time there is danger of flying objects, flashes or electrical arcs produced by an electrical explosion.

8.0 Disciplinary

- 8.1 Due to the potential hazards associated with Energy Control any violation of this policy may result in disciplinary action in accordance with the Function Progressive Disciplinary Action policy.

9.0 Document Review and Approval

- 9.1 **Date Devised:** 5-13-19
- 9.2 **Reviewed Date:** 07-26-21
- 9.3 **Date Approved:** 05-07-21
- 9.4 **Approved By:** Ed Nolter, Director, EHS