

Standard Operating Procedure

Electrical Safety

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Hazards	Potential Hazards	Shock or electrocution from: <ul style="list-style-type: none"> • Exposed wiring. • Improperly spliced wires. • Improperly grounded wiring. • Use of damaged electrical cords. • Use of inappropriate extension cords.
	Training	<ul style="list-style-type: none"> • General understanding of unsafe equipment or work practices. • Site-specific training:
	Work Practice Procedures	<ul style="list-style-type: none"> • Check equipment regularly for worn or exposed wires. • Label and remove faulty equipment from service. • Do not attempt to make electrical repairs to equipment. • Stop the work and report conditions when circuit breakers are tripped, an electrical tool, appliance, wire, or connection feels warm, a burning odor is noticed, a tingling sensation or minor shock is felt when contacting the tool, cord, or piece of equipment. • Maintain at least 36-inches clearance in front of and to the sides of breaker panels. • Use and test GFCIs. • Use grounded (three-prong plug) or double insulated power cords. • Use extension cords only when necessary. Do use an extension cord in place of permanent wiring. Ensure extension cords are in good condition and the right type for the job and/or work environment. Never connect multiple extension cords or surge protection devices together. • Cover and protect all temporary cables/extension cords subject to vehicular or excessive pedestrian traffic. Ensure cables or extension cords do not pose a tripping hazard. Never drape or staple power cords over doorways or openings or wrap around a pipe. • Do not expose cords to excessive heat. • Never overload a circuit. • Site-specific procedures:

Other	Emergencies	In the event of an emergency, call Campus Safety at (215) 204-1234
	Questions	<ul style="list-style-type: none">• Contact Environmental Health and Radiation Safety (EHRS) at (215) 707-2520• Site-specific contact information: