**GBI Insulation** *Safety Program*

**Electrical Safety:**

**Scope:**

**To protect employees at all levels from exposure to electrical shock, burns, and serious injury, which are an ever-present risk around electrical equipment.**

**Procedure:**

**General employees are limited to the reset of lighting panel breakers and surge suppressor strips and the number of reset attempts will be limited to one (1). Repeated trips indicate load problems that could result in serious equipment damage and increase the employee’s potential for electrical exposure.**

**It is not permissible for general employees to remove the panel covers on lighting panels, change circuit breakers, or install additional circuits. These tasks are exclusively reserved for qualified electrical workers.**

**They will be permitted to plug in or unplug electrical appliances that do not exceed 110 voltz.**

**When general employees observe damaged electrical equipment such as switches, receptacles or power cords, they will refrain from using the equipment and report it to their supervisor and/or take steps to get the equipment repaired by qualified electrical workers.**

**Care should be taken to ensure that the equipment is no longer running prior to unplugging any piece of electrical equipment because electrical exposure potential is enhanced when breaking the circuit under load.**

**If the circuit must be broken under load while the equipment is running, dry leather gloves should be worn to minimize the potential exposure to hazardous electrical energy. At this point the call for a qualified electrical worker should be made to ensure electrical integrity.**

**Once the operator becomes aware of an equipment failure:**

1. **It is permissible to push the reset button once.**
2. **If there is concern or question about the integrity of the circuit/equipment or the safety of personnel, the reset button should not be pushed. Call for a qualified electrical worker and /or maintenance work.**
3. **In cases where the operational processes upset by high product specific gravity, etc., several resets during the course of a shift may be necessary.**

**Qualified electrical workers will be required to comply with those regulatory agencies that mandate how electrical work is to be performed and the equipment necessary to perform work in their field of expertise.**

**Work on or around equipment energized with voltage of 50 volts or greater shall only be performed if it is not feasible to isolate all sources of energy prior to commencement of work**

**Protective equipment, in addition to standard PPE, specifically designed to protect qualified electrical employees from electrical exposures that may be encountered while working on, or around, live electrical components.**

1. **Mats**
2. **Shields**
3. **Gloves**
4. **Sleeves**
5. **Etc.**

**All employees must be trained to the level of their work assignments about the potential for exposure from malfunctioning or defective equipment in order to reduce the risk of exposure.**

**They must also need to be educated in the safest manner by which equipment can be reset, steps to reduce their potential for exposure, and recognition of symptoms (high amps, high specific gravity, bad pump or motor bearings, etc.), to aid in the reduction of down time and minimize damage to equipment.**

**Conductors and parts of electrical equipment that have been deenergized but not been locked or tagged out shall be treated as live parts.**

**Only qualified persons may work on electric circuit parts or equipment that have not been deenergized. Such persons shall be made familiar with the use of special precautionary techniques, PPE, insulating & shielding materials and insulated tools.**

**Working with under overhead lines shall be deenergized and grounded or other protective measures shall be provided before work is started.**

**Safety steps to be used for appropriate clearing distances according to GBI’s potential exposure- minimum approach distances is 10ft for all GBI Employees unless power has been completely shut off by a qualified personal at site.**

**Per each site GBI will address vehicular and mechanical equipment clearance distances and will be listed along with other protective measures utilized in job trailer or with foreman.**

**GBI employees may not enter spaces containing exposed energized parts unless illumination is proved that enables the employees to work safely.**

**GBI will provide protective shields, protective barriers or insulating materials as necessary.**

**If a GBI employee is subject to handle long dimensional conductors objects (ducts or pipes), steps for safe work practices shall be listed.**

**Portable ladders shall have non-conductive side rails, also see GBI’s ladder safety program.**

**Conductive items of jewelry or clothing shall not be worn unless they are rendered non-conductive by covering, wrapping or other insulating means.**