Electrical Safety	S.O.P. 3A	Page 1 of 3
	10/01 Rev. 2	
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	Approved by:	
STANDARD OPERATING PROCEDURE		

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I. SCOPE AND PURPOSE

A. To define a Standard Operating Procedure to protect employees from energized circuits.
B. It is the policy of this company to provide a safe and healthy place of employment. All electrical equipment shall conform to this S.O.P. and therefore add to the safety and health of all employees.

II. RELATED PROCEDURES AND RESOURCES

A. Electrical Safety Field Training Module
B. Lock Out/Tag Out Field Training Module
C. SOP 2A – Management Project Safety Duties and Responsibilities
D. SOP 3B – Lock Out/Tag Out
E. SOP 3K – Signs, Tags, Barricades, and Labels
F. SOP 3N – Hand and Power Tools
G. 29 CFR 1926.404 Wiring Design and Protection

III. PERSONNEL RESPONSIBILITY

A. Management:
    1. A written description of this program, including specific procedures adopted by Basic Industries of South Texas, Ltd. (BIST), shall be available at the jobsite as necessary.
    2. B.IST shall designate in writing one or more competent persons to implement this program.
B. Supervisor:
    1. It shall be the Supervisor's responsibility to ensure that all electrical tools and equipment on his/her jobsite is in compliance with this S.O.P.
    2. It shall be the Supervisor's responsibility to ensure that employees on

his/her jobsite understand and comply with this S.O.P.

C. Employee:
   1. It shall be the responsibility of each employee to be familiar with the requirements of this S.O.P., and if not clearly understood to ask their supervisor for clarification.
   2. It shall be the responsibility of each employee to visually inspect all electrical tools and equipment before each days use to insure proper coding and that it is in safe condition for use.

IV. GENERAL REQUIREMENTS

A. All 120V, single phase, 15 and 20 ampere receptacles shall be of the grounding type and their contacts shall be grounded by connection to the equipment grounding conductor of the circuit supplying the receptacle in accordance with the applicable requirements of the National Electrical Code.

B. All 120V cord sets (drops, extension cords) shall have an equipment-grounding conductor, Ground Fault Circuit Interrupter (GFCI), which shall be connected to the grounding contacts of the connector(s) on at least one end of the cord.

C. The exposed non-current carrying metal parts of 120V cord and plug connected tools and equipment that are likely to become energized shall be grounded in accordance with the applicable requirements of the National Electrical Code.

D. Employees shall be instructed to visually inspect receptacles, flexible cord sets (extension cords), except those that are fixed and not exposed to damage, and equipment connected by cord and plug before each days use, for external defects such as, deformed or missing pins, or insulation damage and for indication of possible internal damage.

E. Where there is evidence of damage, the item shall be taken out of service and tagged “Do Not Use” until required repairs and tests have been made.

F. All 120V, single phase, 15 and 20 ampere receptacles which are not a part of the permanent wiring of the building or structure 120 volt flexible cord sets, and 120 volt cord and plug connected tools and equipment required to be grounded shall be tested as follows:
   1. All equipment and cord grounding conductors shall be tested for continuity and shall be electrically continuous.
   2. Each receptacle and attachment cap or plug shall be tested for correct attachment of the equipment.

G. All required tests shall be performed on the following schedule.
   1. Before first used.
   2. Before equipment is returned to service following any repairs.
   3. Before equipment is used after any incident, which can reasonably be

suspected to have caused damage, i.e., when a cord set is run over. At intervals not to exceed 3 months (quarterly) except that cord sets and receptacles which are fixed and not exposed to damage shall be tested at intervals not exceeding 6 months

H. BIST shall not make available or permit the use by employees of any equipment which has not met the above requirements.

I. Test Records: Test verification and recording shall be by means of color coded marking tape on the receptacle, cord set or equipment to identify that it has passed the test and to indicate the date (month or quarter) in accordance with the Grounding Conductor Coding System, attachment 3A.1a.