



Electrical Safety Program

Department of Environmental Health & Safety
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RECORD OF REVISIONS

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1.0	RL	31-Aug-2020	Initial program

Legend:

RL: Ruth LeBlanc, Director of EH&S

DEFINITIONS

Accessible (as applied to equipment): Admitting close approach; not guarded by locked doors, elevation, or other effective means.

Accessible (as applied to wiring methods): Capable of being removed or exposed without damaging the building structure or finish or not permanently closed in by the structure or finish of the building.

Accessible, readily (Readily Accessible): Capable of being reached quickly for operation, renewal, or inspections without requiring those to whom ready access is requisite to climb over or remove obstacles or to resort to portable ladders, and so forth.

Attachment Plug (Plug Cap) (Plug): A device that, by insertion in a receptacle, establishes a connection between the conductors of the attached flexible cord and the conductors connected permanently to the receptacle

Boundary, Arc Flash: When an arc flash hazard exists, an approach limit at a distance from a prospective arc source within which a person could receive a second degree burn if an arc flash were to occur.

Informational Note: A second degree burn is possible by an exposure of unprotected skin to an electric arc flash above the incident energy level of 5 J/cm² (1.2 cal/cm²).

Boundary, Limited Approach: An approach limit at a distance from an exposed live part within which a shock hazard exists.

Boundary, Prohibited Approach: An approach limit at a distance from an exposed live part within which work is considered the same as making contact with the live part.

Boundary, Restricted Approach: An approach limit at a distance from an exposed live part within which there is an increased risk of shock, due to electrical arc over combined with inadvertent movement, for personnel working in close proximity to the live part.

Branch Circuit: The circuit conductors between the final overcurrent device protecting the circuit and the outlet(s).

Conductor, Bare: A conductor having no covering or electrical insulation whatsoever.

Conductor, Insulated: A conductor encased within material of composition and thickness that is recognized by the NEC as electrical insulation.

De-energized: Free from any electrical connection to a source of potential difference and from electrical charge; not having a potential different from that of the earth.

Disconnecting Means: A device, or group of devices, or other means by which the conductors of a circuit can be disconnected from their source of supply.

Electrically Safe Work Condition: A state in which the conductor or circuit part to be worked on or near has been disconnected from energized parts, locked/tagged in accordance with established standards, tested to ensure the absence of voltage, and grounded if determined necessary.

Enclosed: Surrounded by a case, housing, fence, or wall(s) that prevents persons from accidentally contacting energized parts.

Enclosure: The case or housing of apparatus, or the fence or walls surrounding an installation to prevent personnel from accidentally contacting energized parts, or to protect the equipment from physical damage.

Energized: Electrically connected to or is a source of voltage.

Exposed (as applied to live parts): Capable of being inadvertently touched or approached nearer than a safe distance by a person. It is applied to parts that are not suitably guarded, isolated, or insulated.

Exposed (as applied to wiring methods): On or attached to the surface or behind panels designed to allow access

Guarded: Covered, shielded, fenced, enclosed, or otherwise protected by means of suitable covers, casings, barriers, rails, screens, mats, or platforms to remove the likelihood of approach or contact by persons or objects to a point of danger.

Insulated: Separated from other conducting surfaces by a dielectric (including air space) offering a high resistance to the passage of current.

Live Parts: Energized conductive components.

NFPA 70E: All references are to NFPA 70E – 2012.

Qualified Electrical Worker: A qualified person who by reason of a minimum of two years of training and experience with high-voltage (over 600V) circuits and equipment and who has demonstrated by performance familiarity with the work to be performed and the hazards involved.

Qualified Person: One who has skills and knowledge related to the construction and operation of the electrical equipment and installations and has received safety training on the hazards involved.

Single-Line Diagram: A diagram that shows, by means of single lines and graphic symbols, the course of an electric circuit or system of circuits and the component devices or parts used in the circuit or system.

Unqualified Person: A person who is not a qualified person.

Voltage (of a Circuit): The greatest root-mean-square (rms) (effective) difference of potential between any two conductors of the circuit concerned.

Informational Note: Some systems, such as 3-phase 4-wire, single-phase 3-wire, and 3-wire direct-current, may have various circuits of various voltages.

Voltage, Nominal: A nominal value assigned to a circuit or system for the purpose of conveniently designating its voltage class (e.g., 120/240 volts, 480Y/277 volts, 600 volts). The actual voltage at which a circuit operates can vary from the nominal within a range that permits satisfactory operation of equipment.

Voltage to Ground: For grounded circuits, the voltage between the given conductor and that point or conductor of the circuit that is grounded; for ungrounded circuits, the greatest voltage between the given conductor and any other conductor of the circuit.

Working On (energized electrical conductors or circuit parts): Intentionally coming in contact with energized conductors or circuit parts with the hands, feet, or other body parts, with tools, probes, or with test equipment, regardless of the personal protective equipment a person is wearing. There are two categories of “working on”: Diagnostic (testing) is taking readings or measurements of electrical equipment with approved test equipment that does not require making any physical change to the equipment; repair is any physical alteration of electrical equipment (such as making or tightening connections, removing or replacing components, etc.).

1.0 INTRODUCTION

1.1 Objective

The objective of the Electrical Safety Program - Procedure is to prevent accidents that may cause injuries including (but not limited to) pinching, crushing, cuts, slices, burns, shocks, electrocution, or death that may be caused by unexpected energization or startup of machines or equipment, or the release of stored energy from machines and equipment when maintenance or servicing operations are taking place. Lockout/Tagout procedures are also required to protect employees from using machines or equipment that are unsafe and awaiting service or repair.

1.2 Scope

This procedure applies to all electrical conductors and equipment operating at 50 volts nominal, or greater. This procedure also applies to live parts operating at less than 50 volts nominal, if there is an increased risk of exposure to electrical burns or to explosion due to electrical arcs.

2.0 RESPONSIBILITIES

2.1 Department of Environmental Health & Safety

It is the responsibility of the Department of Environmental Health & Safety to:

- Maintain and update this Program/Procedures as necessary.
- EHS can provide consultation on such issues as: hazard identification and evaluation; procedures for correcting unsafe conditions; systems for communicating with employees; employee training programs; compliance strategies; and record keeping.

2.2 Facility Management

It is the responsibility of each Department Manager or Supervisor to develop a written lockout/tagout procedure specific to each machine or type of equipment used by affected employees. The procedures shall be in accordance with this document and the requirements of CAL-OSHA.

It is the Managers or Supervisors responsibility to:

- Ensure that all aspects of the Lockout/Tagout procedure are understood and are being followed by affected and authorized employees.
- Ensure the trades employees adhere to the procedures.
- Instruct employees in the recognition and avoidance of unsafe conditions.
- Ensure that newly hired, newly assigned or reassigned employees are properly trained in all safety procedures associated with their new duties.

2.3 Employees

Employees shall be trained on the safety and the importance of lockout /tagout procedures on all equipment and machines they are required to operate or use. A new affected/authorized employee, or any existing employee that has been transferred, shall be trained on all equipment in the new work area. All affected/authorized employees shall be trained if new machines or equipment are utilized. At no time are affected/authorized employees to perform service or maintenance on any equipment or machine alone, or as a team, if the employees have not received safety training specific to lockout/tagout procedures.

It is the responsibility of all employees, including student employees to:

- Read and comply with this program-procedure and comply with guidelines and procedures provided by their supervisor/manager.
- Inform their supervisor/manager or workplace hazards without fear of reprisal.
- Complete all Pre-Job checklists and equipment specific LOTO procedures as needed.

3.0 Approved Workers

Only persons specifically approved by the Facility Management Department may install, modify, repair, or work on electrical conductors and equipment in or on Sonoma State University (SSU) facilities. Authorization is hereby granted to employees in the following classifications, on the condition that the employee has completed a minimum 16-hour training course in electrical safety:

- Electrician
- Lead Electrician
- Supervising Electrician
- Building Service Engineer
- Supervising Building Service Engineer

Any non-University employee performing work on electrical conductors and equipment must be a licensed contractor holding a valid C-10 license issued by the State of California and working under an approved Building Permit or contract issued by Facility Management.

EXCEPTION: Properly trained employees may work on department-owned electrically powered equipment (such as power tools, machines, computers, etc.) which has been disconnected from the building electrical system by one of the following means:

- Disconnection of the attachment plug from the receptacle.
- Operation and lockout of a mechanical disconnecting means to disconnect the equipment from the source of supply. The campus lockout procedure must be followed and this lockout may ONLY be performed by a campus electrician.

4.0 Approach Boundaries to Live Parts (NFPA 70E, 130.2)

4.1 Approach by Qualified Persons

A qualified person shall not approach or take any conductive object closer to exposed live parts (operating at 50 volts or more) than the Restricted Approach Boundary listed in Table 1 (below) unless ANY of the following apply:

- The qualified person is insulated or guarded from the live parts operating at 50 volts or more and no uninsulated part of the employee’s body crosses the Prohibited Approach Boundary listed in Table 1.
- The live part operating at 50 volts or more is insulated from the employee and from any other conductive object at a different potential.

4.2 Approach by Unqualified Persons

When an unqualified person is working at or close to the Limited Approach Boundary, the qualified person in charge of the work space where the electrical hazard exists shall advise the unqualified person(s) of the electrical hazard and warn him or her to stay outside of the limited approach boundary.

Table 1: Approach Boundaries to Energized Electrical Conductors or Circuit Parts for Shock Protection for Alternating-Current Systems (All dimensions are distance from energized electrical conductor or circuit part to employee.)

Nominal System Voltage Range, Phase to Phase	Limited Approach Boundary		Restricted Approach Boundary	Prohibited Approach Boundary
	For Exposed Movable Conductor	For Exposed Fixed Circuit Part		
Less Than 50	Not specified	Not specified	Not specified	Not specified
50 to 300	10 ft. 0 in.	3 ft. 6 in.	Avoid Contact	Avoid Contact
301 to 750	10 ft. 0 in.	3 ft. 6 in.	1 ft. 0 in.	0 ft. 1 in.
751 to 15 kV	10 ft. 0 in.	5 ft. 0 in.	2 ft. 2 in.	0 ft. 7 in.

From NFPA 70E-2012, Table 130.4(C) (a)

5.0 Working On or Near Live Parts

5.1 Justification for Work.

Live parts to which an employee might be exposed shall be put into an electrically safe work condition before an employee works on or near them, unless it can be demonstrated, that de-energizing introduces additional or increased hazards or is infeasible due to equipment design or operational limitations. Energized parts that operate at less than 50 volts to ground shall not be required to be de-energized if there will be no increased exposure to electrical burns or to explosion due to electric arcs.

Examples of increased or additional hazards include, but are not limited to, interruption of life support equipment, deactivation of emergency alarm systems, and shutdown of hazardous location ventilation equipment.

Examples of work that might be performed on or near exposed energized electrical conductors or circuit parts because of infeasibility due to equipment design or operational limitations include performing diagnostics and testing (e.g., start-up or troubleshooting) of electric circuits that can only be performed with the circuit energized and work on circuits that form an integral part of a continuous process that would otherwise need to be completely shut down in order to permit work on one circuit or piece of equipment.

5.2 Energized Electrical Work Permit

5.2.1 **Where Required.** If live parts are not placed in an electrically safe work condition (i.e., for the reasons of increased or additional hazards or infeasibility per 7.1), work to be performed shall be considered energized electrical work and shall be performed by written permit only.

5.2.2 **Elements of Work Permit.** The energized electrical work permit shall include the following items:

- 1) A description of the circuit and equipment to be worked on and their location
- 2) Justification for why the work must be performed in an energized condition
- 3) Requestor Name, Title, and date of request
- 4) Detailed procedure to be used in performing the work
- 5) A description of the safe work practices to be employed
- 6) Results of the shock hazard analysis
- 7) Determination of shock protection boundaries
- 8) Results of the flash hazard analysis
- 9) The Flash Protection Boundary
- 10) The necessary personal protective equipment to safely perform the assigned task
- 11) Means employed to restrict the access of unqualified persons from the work area
- 12) Evidence of completion of a job briefing, including a discussion of any job-specific hazards
- 13) Statement from the Electrically Qualified Personnel performing the work as to whether the work can be performed safely with signatures and date.
- 14) Energized work approval signatures (shop supervisor, Facility Management area manager, Electrically Knowledgeable Person [Facility Services Electrician NOT performing the work], and EHS representative).

5.2.3 Exemptions to Work Permit. Work performed within the limited approach boundary of energized electrical conductors or circuit parts by qualified persons related to tasks such as testing, troubleshooting, and voltage measuring shall be permitted to be performed without an energized electrical work permit, if appropriate safe work practices and personal protective equipment in Section 7.4 are provided and used. If the purpose of crossing the limited approach boundary is only for visual inspection and the restricted approach boundary will not be crossed, then an energized electrical work permit shall not be required.

See Appendix A for Energized Electrical Work Permit

5.3 Arc Flash Hazard Analysis

A flash hazard analysis shall be done in order to protect personnel from the possibility of being injured by an arc flash. The analysis shall determine the Arc Flash Boundary and the personal protective equipment that people within the Arc Flash Boundary shall use. The Arc Flash Hazard Analysis shall be updated when a major modification or renovation takes place. It shall be reviewed periodically, not to exceed 5 years. The Arc Flash Hazard Analysis shall take into consideration the design of the overcurrent protective device and its opening time, including its condition of maintenance.

5.3.1 Boundary, Arc Flash. The Arc Flash Boundary for systems 50 volts and greater shall be the distance at which the incident energy equals 5 J/cm² (1.2 cal/cm²).

The Arc Flash Boundary shall be determined by any of the following methods:

- 1) Value specified on equipment hazard label.
- 2) Values listed in Table 2 as long as the equipment/circuit parameters meet the table criteria.
- 3) Engineering Study
- 4) or Calculated using the formulas below:

$$D_c = (2.65 \times MVA_{bf} \times t)^{\frac{1}{2}}$$

Or

$$D_c = [53 \times MVA \times t]^{\frac{1}{2}}$$

Where:

D_c = distance in feet from an arc source for a second-degree burn

MVA_{bf} = bolted fault capacity available at point involved (in mega volt-amperes)

MVA = capacity rating of transformer (mega volt-amperes). For transformers with MVA ratings below 0.75 MVA, multiply the transformer MVA rating by 1.25.

t = time of arc exposure (in seconds)

5.3.2 Protective Clothing and Personal Protective Equipment for Application with a Flash Hazard Analysis. Where it has been determined that work will be performed within the Arc Flash Boundary by 5.3.1, the arc flash hazard analysis shall determine, and the supervisor shall document, the incident energy exposure of the worker (in calories per square centimeter). The incident energy exposure level shall be based on the working distance of the employee's face and chest areas from a prospective arc source for the specific task to be performed. Flame-resistant (FR) clothing and personal protective equipment (PPE) shall be used by the employee based on the incident energy exposure

associated with the specific task. Recognizing that incident energy increases as the distance from the arc flash decreases, additional PPE shall be used for any parts of the body that are closer than the distance at which the incident energy was determined.

Note: For information on estimating the incident energy, see NFPA 70E-2012, Annex D.

5.4 Personal and Other Protective Equipment.

5.4.1 **General.** Employees working in areas where electrical hazards are present shall be provided with, and shall use, protective equipment that is designed and constructed for the specific part of the body to be protected and for the work to be performed.

5.4.2 **Care of Equipment.** Protective equipment shall be maintained in a safe, reliable condition. The protective equipment shall be visually inspected before each use. Note: Specific requirements for periodic testing of electrical protective equipment are given in the ANSI and ASTM standards referenced in sections 130.7(C)(7)(c), 130.7(C)(14), and 130.7(F) of NFPA 70E.

5.4.3 **Personal Protective Equipment. General.** When an employee is working within the Flash Protection Boundary he/she shall wear protective clothing and other personal protective equipment in accordance with section 5.3.

5.4.4 **Movement and Visibility.** When arc rated clothing is worn to protect an employee, it shall cover all ignitable clothing and shall allow for movement and visibility.

5.4.5 **Head, Face, Neck, and Chin Protection.** Employees shall wear nonconductive head protection wherever there is a danger of head injury from electric shock or burns due to contact with live parts or from flying objects resulting from electrical explosion. Employees shall wear nonconductive head protection wherever there is a danger of head injury from electric shock or burns due to contact with energized electrical conductors or from circuit parts or from flying objects resulting from an electrical explosion.

Note: See NFPA70E-2012, 130.7(C)(10)(b) and (c) for arc flash protective requirements.

5.4.6 **Eye Protection.** Employees shall wear nonconductive protective equipment for the eyes whenever there is danger of injury from electric arcs, flashes, or from flying objects resulting from electrical explosion.

5.4.7 **Hearing Protection.** Employees shall wear hearing protection whenever working within the arc flash boundary.

5.4.8 **Body Protection.** Employees shall wear arc rated clothing wherever there is possible exposure to an electric arc flash above the threshold incident-energy level for a second-degree burn, 5 J/cm^2 (1.2 cal/cm^2).

Exception: For incident-energy exposures 5 J/cm^2 (1.2 cal/cm^2) and below, employees may wear non-melting clothing described in Hazard/Risk Category 0 in Table 3.

Note: Such clothing can be provided as shirt and trousers, or as coveralls, or as a combination of jacket and trousers, or, for increased protection, as coveralls with jacket and trousers. Various weight fabrics are available. Generally, the higher degree of protection is provided by heavier weight fabrics and/or by layering combinations of one or more layers of arc rated clothing. In some cases, one or more layers of arc rated clothing are worn over flammable, non-melting clothing. Non-melting, flammable clothing, used alone, can provide protection at low incident energy levels of 5 J/cm^2 (1.2 cal/cm^2) and below.

5.4.9 **Hand and Arm Protection.** Employees shall wear rubber insulating gloves with leather protectors where there is a danger of hand and arm injury from electric shock due to contact with energized electrical conductors or circuit parts. Rubber insulating gloves shall be rated for the voltage for which the gloves will be exposed. Hand and arm protection shall be worn where there is possible exposure to arc flash burn. The apparel described in 130.7(C)(10)(d) of NFPA 70E-2012 shall be required for protection of hands from burns. Arm protection shall be accomplished by apparel described in 130.7(C)(6) of NFPA 70 E. Electrical protective equipment shall be maintained in a safe, reliable condition. Insulating equipment shall be inspected for damage before each day's use and immediately following any incident that can reasonably be expected of having caused damage. Insulating gloves shall be given an air test, along with the inspection. Electrical protective equipment shall be subject to periodic electrical tests according to Table 130.7(C)(7)(c) of NFPA 70E.

5.4.10 **Foot and Leg Protection.** Where insulated footwear is used as protection against step and touch potential, dielectric overshoes shall be required. Insulated soles shall not be used as primary electrical protection.

Note: EH (Electrical Hazard) shoes meeting ASTM F2413 can provide a secondary source of electric shock protection under dry conditions.

5.4.11 Standards for Personal Protective Equipment. Personal protective equipment shall conform to the standards given in Table 130.7(C)(14) of NFPA 70E.

5.4.12 Selection of Personal Protective Equipment.

- **When Required for Various Tasks.** When selected in lieu of the flash hazard analysis of 5.3, Table 2 shall be used to determine the hazard/risk category for a task. The assumed short-circuit current capacities and fault clearing times for various tasks are listed in the text and notes to Table 2. For tasks not listed, or for power systems with greater than the assumed short-circuit current capacity or with longer than the assumed fault clearing times, a flash hazard analysis shall be required in accordance with 7.3.

Note No. 1: Both larger and smaller available short-circuit currents could result in higher available arc-flash energies. If the available short-circuit current increases without a decrease in the opening time of the overcurrent protective device, the arc-flash energy will increase. If the available short-circuit current decreases, resulting in a longer opening time for the overcurrent protective device, arc-flash energies could also increase.

Note No. 2: Energized parts that operate at less than 50 volts are not required to be de-energized to satisfy an "electrically safe work condition." Consideration should be given to the capacity of the source, any overcurrent protection between the energy source and the worker, and whether the work task related to the source operating at less than 50 volts increases exposure to electrical burns or to explosion from an electric arc.

- **Protective Clothing and Personal Protective Equipment Matrix.** Once the Hazard/Risk Category has been identified, Table 3 shall be used to determine the required personal protective equipment (PPE) for the task. Table 3 lists the requirements for protective clothing and other protective equipment based on Hazard/Risk Category numbers 0 through 4. This clothing and equipment shall be used when working on or near energized equipment within the Flash Protection Boundary.

Note No. 1: The PPE requirements of this section are intended to protect a person from arc-flash and shock hazards. While some situations could result in burns to the skin, even with the protection described in Table 3, burn injury should be reduced and survivable. Due to the

explosive effect of some arc events, physical trauma injuries could occur. The PPE requirements of this section do not provide protection against physical trauma other than exposure to the thermal effects of an arc flash.

5.4.13 Protective Clothing Characteristics. Table 3 lists examples of protective clothing systems and typical characteristics including the degree of protection for various clothing. The protective clothing selected for the corresponding hazard/risk category number shall have an arc rating of at least the value listed in Table 3.

Note: The arc rating for a particular clothing system can be obtained from the arc rated clothing manufacturer.

5.4.14 Factors in Selection of Protective Clothing. Clothing and equipment that provide worker protection from shock and arc flash hazards shall be utilized. Clothing and equipment required for the degree of exposure shall be permitted to be worn alone or integrated with flammable, non-melting apparel. If arc rated clothing is required, it shall cover associated parts of the body as well as all flammable apparel while allowing movement and visibility. All personal protective equipment shall be maintained in a sanitary and functionally effective condition. Personal protective equipment items will normally be used in conjunction with one another as a system to provide the appropriate level of protection.

Note: Protective clothing includes shirts, pants, coveralls, jackets, and parkas worn routinely by workers who, under normal working conditions, are exposed to momentary electric arc and related thermal hazards. Flame-resistant rainwear worn in inclement weather is included in this category of clothing.

- **Layering.** Non-melting, flammable fiber garments shall be permitted to be used as underlayers in conjunction with arc rated garments in a layered system for added protection. If non-melting, flammable fiber garments are used as underlayers, the system arc rating shall be sufficient to prevent breakopen of the innermost FR layer at the expected arc exposure incident energy level to prevent ignition of flammable underlayers.

Note: A typical layering system might include cotton underwear, a cotton shirt and trouser, and an arc rated coverall. Specific tasks might call for additional arc rated layers to achieve the required protection level.

- **Outer Layers.** Garments worn as outer layers over arc rated clothing, such as jackets or rainwear, shall also be made from arc rated material.
- **Underlayers.** Meltable fibers such as acetate, nylon, polyester, polypropylene, and spandex shall not be permitted in fabric underlayers (underwear) next to the skin. Exception: An incidental amount of elastic used on non-melting fabric underwear or socks shall be permitted.

Note No. 1: Arc rated garments (e.g., shirts, trousers, and coveralls) worn as underlayers that neither ignite nor melt and drip in the course of an exposure to electric arc and related thermal hazards generally provide a higher system arc rating than non-melting, flammable fiber underlayers. **Note No. 2:** Arc Rated underwear or undergarments used as underlayers generally provide a higher system arc rating than non-melting, flammable fiber underwear or undergarments used as underlayers.

- **Coverage.** Clothing shall cover potentially exposed areas as completely as possible. Shirt sleeves shall be fastened at the wrists, and shirts and jackets shall be closed at the neck.
- **Fit.** Tight-fitting clothing shall be avoided. Loose-fitting clothing provides additional thermal insulation because of air spaces. Arc Rated apparel shall fit properly such that it does not interfere with the work task.
- **Interference.** The garment selected shall result in the least interference with the task but still provide the necessary protection. The work method, location, and task could influence the protective equipment selected.

5.4.15 Arc Flash Protective Equipment.

- **Flash Suits.** Flash suit design shall permit easy and rapid removal by the wearer. The entire flash suit, including the hood's face shield, shall have an arc rating that is suitable for the arc flash exposure. When exterior air is supplied into the hood, the air hoses and pump housing shall be either covered by arc rated materials or constructed of non-melting and nonflammable materials.
- **Face Protection.** Face shields shall be nonconductive and have an arc rating suitable for the arc flash exposure. Face shields without an arc rating shall not be used. Eye protection (safety glasses or goggles) shall be nonconductive and always be worn under face shields or hoods.

Note: Face shields made with energy-absorbing formulations that can provide higher levels of protection from the radiant energy of an arc flash are available, but these shields are tinted and can reduce visual acuity. Additional illumination of the task area might be necessary when these types of arc protective face shields are used.

- **Hand Protection.** Leather or arc rated gloves shall be worn where required for arc flash protection. Where insulating rubber gloves are used for shock protection, leather protectors shall be worn over the rubber gloves.

Note: Insulating rubber gloves and gloves made from layers of flame-resistant material provide hand protection against the arc flash hazard. Heavy-duty leather (e.g., greater than 12 oz/yd²) gloves provide protection suitable up to Hazard/Risk Category 2. The leather protectors worn over insulating rubber gloves provide additional arc flash protection for the hands. During high arc flash exposures leather can shrink and cause a decrease in protection.

- Heavy-duty leather work shoes provide some arc flash protection to the feet and shall be used in all tasks in Hazard/Risk Category 2 and higher.

5.4.16 Clothing Material Characteristics. FR clothing shall meet the requirements described in 7.4(p) 7.4(q).

Note: Arc rated materials, such as flame-retardant treated cotton, meta-aramid, para-aramid, and poly-benzimidazole (PBI) fibers, provide thermal protection. These materials can ignite but will not continue to burn after the ignition source is removed. Arc rated fabrics can reduce burn injuries during an arc flash exposure by providing a thermal barrier between the arc flash and the wearer. In aramid and PBI blends, para-aramid adds strength to a fabric to prevent the fabric from breaking open due to the blast shock wave and high thermal energy of the arc.

- **Melting.** Clothing consisting of fabrics, zipper tapes, and findings made from flammable synthetic materials that melt at temperatures below 315°C (600°F), such as acetate, nylon, polyester, polypropylene, and spandex, either alone or in blends, shall not be used.

Note: These materials melt as a result of arc flash exposure conditions, form intimate contact with the skin, and aggravate the burn injury.

Exception: Fiber blends that contain materials that melt, such as acetate, nylon, polyester, polypropylene, and spandex, shall be permitted if such blends in fabrics meet the requirements of ASTM F 1506, Standard Performance Specification for Textile Material for Wearing Apparel for Use by Electrical Workers Exposed to Momentary Electric Arc and Related Thermal Hazards, and if such blends in fabrics do not exhibit evidence of a melting and sticking hazard during arc testing according to ASTM F 1959 [see also 7.4(C)(15)]. Non-flame-resistant synthetic materials, such as acetate, nylon, polyester, rayon, either alone or in blends with non-flame-resistant cotton, can melt into the skin when exposed to high temperatures and aggravate the burn injury.

- 5.4.17 **Clothing Not Permitted.** Clothing and other apparel (such as hard hat liners and hair nets) made from materials that do not meet the requirements of 130.7(C)(11) of NFPA 70E) regarding melting, or made from materials that do not meet the flammability requirements shall not be permitted to be worn.

Informational Note: Some flame-resistant fabrics, such as non-FR modacrylic and nondurable flame-retardant treatments of cotton, are not recommended for industrial electrical or utility applications.

Exception: Non-melting, flammable (non-arc rated) materials shall be permitted to be used as underlayers to arc rated clothing, as described in NFPA 70E-2012, 130.7(C)(11) and also shall be permitted to be used for Hazard/Risk Category 0 and -1 as described in Table 3.

- 5.4.18 Care and Maintenance of FR Clothing and FR Flash Suits.

- **Inspection.** Arc rated apparel shall be inspected before each use. Work clothing or flash suits that are contaminated, or damaged to the extent their protective qualities are impaired, shall not be used. Protective items that become contaminated with grease, oil, or flammable liquids or combustible materials shall not be used.
- **Manufacturer's Instructions.** The garment manufacturer's instructions for care and maintenance of arc rated apparel shall be followed.

- 5.4.19 Other Protective Equipment.

- **Insulated Tools and Equipment.** Employees shall use insulated tools and/or handling equipment when working inside the Limited Approach Boundary of exposed energized electrical conductors or circuit parts where tools or handling equipment might make accidental contact. Insulated tools shall be protected from damage to the insulating material.

1. Requirements for Insulated Tools. The following requirements shall apply to insulated tools:

- Insulated tools shall be rated for the voltages on which they are used.
- Insulated tools shall be designed and constructed for the environment to which they are exposed and the manner in which they are used.

2. Fuse or Fuse Holding Equipment. Fuse or fuse holder handling equipment, insulated for the circuit voltage, shall be used to remove or install a fuse if the fuse terminals are energized.
3. Ropes and Handlines. Ropes and handlines used near exposed live parts operating at 50 volts or more, or used where an electrical hazard exists, shall be nonconductive.
4. Fiberglass-Reinforced Plastic Rods. Fiberglass reinforced plastic rod and tube used for live line tools shall meet the requirements of ASTM F 711, Standard Specification for Fiberglass-Reinforced Plastic (FRP) Rod and Tube Used; in Live Line Tools, 1989 (R 1997).
5. Portable Ladders. Portable ladders shall have nonconductive side rails if they are used where the employee or ladder could contact exposed live parts operating at 50 volts or more or where an electrical hazard exists. Nonconductive ladders shall meet the requirements of ANSI standards for ladders listed in NFPA 70E-2012, Table 130.7(F).
6. Protective Shields. Protective shields, protective barriers, or insulating materials shall be used to protect each employee from shock, burns, or other electrically related injuries while that employee is working within the limited approach boundary of energized conductors or circuit parts that might be accidentally contacted or where dangerous electric heating or arcing might occur. When normally enclosed live parts are exposed for maintenance or repair, they shall be guarded to protect unqualified persons from contact with the live parts.
7. Rubber Insulating Equipment. Rubber insulating equipment used for protection from accidental contact with live parts shall meet the requirements of the ASTM standards listed in NFPA 70E-2012, Table 130.7(F).
8. Voltage Rated Plastic Guard Equipment. Plastic guard equipment for protection of employees from accidental contact with live parts, or for protection of employees or energized equipment or material from contact with ground, shall meet the requirements of the ASTM standards listed in NFPA 70E-2012, Table 130.7(F).
 - Physical or Mechanical Barriers. Physical or mechanical (field fabricated) barriers shall be installed no closer than the restricted approach distance given in Table 1. While the barrier is being installed, the restrictive approach distance specified in Table 1 shall be maintained, or the live parts shall be placed in an electrically safe work condition.

5.5 Other Precautions for Personnel Activities

5.5.1 Alertness.

- When Hazardous. Employees shall be instructed to be alert at all times when they are working within the limited approach boundary of energized electrical conductors or circuit parts operating at 50 volts or more and in work situations where unexpected electrical hazards might exist.
- When Impaired. Employees shall not knowingly be permitted to work within the limited approach boundary of energized electrical conductors or circuit parts operating at 50 volts

or more or other electrical hazards while their alertness is recognizably impaired due to illness, fatigue, or other reasons.

5.5.2 Blind Reaching. Employees shall be instructed not to reach blindly into areas that might contain energized electrical conductors or circuit parts where an electrical hazard exists.

5.5.3 Illumination.

- General. Employees shall not enter spaces containing electrical hazards unless illumination is provided that enables the employees to perform the work safely.
- Obstructed View of Work Area. Where lack of illumination or an obstruction precludes observation of the work to be performed, employees shall not perform any task within the limited approach boundary of energized electrical conductors or circuit parts operating at 50 volts or more or where an electrical hazard exists.

5.5.4 Conductive Articles Being Worn. Conductive articles of jewelry and clothing (such as watchbands, bracelets, rings, key chains, necklaces, metalized aprons, cloth with conductive thread, metal headgear, or metal frame glasses) shall not be worn where they present an electrical contact hazard with energized electrical conductors or circuit parts.

5.5.5 Conductive Materials, Tools, and Equipment Being Handled.

- General. Conductive materials, tools, and equipment that are in contact with any part of an employee's body shall be handled in a manner that prevents accidental contact with energized electrical conductors or circuit parts. Such materials and equipment include, but are not limited to, long conductive objects, such as ducts, pipes and tubes, conductive hose and rope, metal-lined rules and scales, steel tapes, pulling lines, metal scaffold parts, structural members, bull floats, and chains.
- Approach to Live Parts. Means shall be employed to ensure that conductive materials approach exposed energized electrical conductors or circuit parts no closer than that permitted by Table 1.

5.5.6 Confined or Enclosed Work Spaces. When an employee works in a confined or enclosed space (such as a manhole or vault) that contains energized electrical conductors or circuit parts operating at 50 volts or more or an electrical hazard exists, the employer shall provide, and the employee shall use, protective shields, protective barriers, or insulating materials as necessary to avoid inadvertent contact with these parts. Doors, hinged panels, and the like shall be secured to prevent their swinging into an employee and causing the employee to contact exposed live parts operating at 50 volts or more or where an electrical hazard exists.

5.5.7 Housekeeping Duties. Where energized electrical conductors or circuit parts present an electrical contact hazard, employees shall not perform housekeeping duties inside the Limited Approach Boundary where there is a possibility of contact, unless adequate safeguards (such as insulating equipment or barriers) are provided to prevent contact. Electrically conductive cleaning materials (including conductive solids such as steel wool, metalized cloth, and silicon carbide, as well as conductive liquid solutions) shall not be used inside the Limited Approach Boundary unless procedures to prevent electrical contact are followed.

5.5.8 Occasional Use of Flammable Materials. Where flammable materials are present only occasionally, electric equipment capable of igniting them may not be used, unless measures are taken to prevent hazardous conditions from developing. Such materials

include, but are not limited to, flammable gases, vapors, or liquids; combustible dust; and ignitable fibers or flyings.

- 5.5.9 Anticipating Failure. When there is evidence that electric equipment could fail and injure employees, the electric equipment shall be de-energized unless the employer can demonstrate that de-energizing introduces additional or increased hazards or is infeasible because of equipment design or operational limitation. Until the equipment is de-energized or repaired, employees shall be protected from hazards associated with the impending failure of the equipment by suitable barricades and other alerting techniques necessary for safety of employees.
- 5.5.10 Routine Opening and Closing of Circuits. Load-rated switches, circuit breakers, or other devices specifically designed as disconnecting means shall be used for the opening, reversing, or closing of circuits under load conditions. Cable connectors not of the load-break type, fuses, terminal lugs, and cable splice connections shall not be permitted to be used for such purposes, except in an emergency.
- 5.5.11 Reclosing Circuits After Protective Device Operation. After a circuit is de-energized by the automatic operation of a circuit protective device, the circuit shall not be manually reenergized until it has been determined that the equipment and circuit can be safely energized. The repetitive manual reclosing of circuit breakers or reenergizing circuits through replaced fuses shall be prohibited. When it is determined from the design of the circuit and the overcurrent devices involved that the automatic operation of a device was caused by an overload rather than a fault condition, examination of the circuit or connected equipment shall not be required before the circuit is reenergized.

Table 2: Hazard / Risk Category Classifications

Task (Assumes Equipment Is Energized, and Work Is Done Within the Flash Protection Boundary)	Hazard / Risk Category	Rubber Insulating Gloves	Insulated and Insulating Hand Tools
<i>Panelboards or other equipment rated 240 V and Below –</i>			
Maximum of 25 kA short circuit current available, 0.03 second (2 cycle) fault clearing time			
Minimum 18in. working distance Potential Arc Flash Boundary 19 in.			
Perform infrared thermography and other non-contact inspections outside the restricted approach boundary	0	N	N
Circuit breaker (CB) or fused switch operation with covers on	0	N	N
CB or fused switch operation with covers off	0	N	N
Work on energized electrical conductors or circuit parts, including voltage testing	1	Y	Y
Remove/install CBs or fused switches	1	Y	Y
Removal of bolted covers (to expose bare, energized parts)	1	N	N
Opening hinged covers (to expose bare, energized parts)	0	N	N
Work on energized electrical conductors and circuit parts of utilization equipment fed directly by a branch circuit of the panel board	1	Y	Y

<i>Panelboards or Switchboards Rated >240 V and up to 600 V (with molded case or insulated case circuit breakers) —</i>			
Maximum of 25 kA short circuit current available, 0.03 second (2 cycle) fault clearing time			
Minimum 18in. working distance Potential Arc Flash Boundary 30 in.			
Perform infrared thermography and other non-contact inspections outside the restricted approach boundary	1	N	N
CB or fused switch operation with covers on	0	N	N
CB or fused switch operation with covers off	1	Y	N
Work on energized electrical conductors and circuit parts, including voltage testing	2	Y	Y
Remove/install CBs or fused switches	2	Y	Y
Removal of bolted covers (to expose bare, energized electrical conductors and circuit parts	1	N	N
Open hinged covers (to expose bare energized conductors and circuit parts)	0	Y	Y
Work on energized electrical conductors and circuit parts of utilization equipment fed directly by a branch circuit of the panelboard	2	Y	Y
<i>600 V Class Motor Control Centers (MCCs)</i>			
Task (Assumes Equipment Is Energized, and Work Is Done Within the Flash Protection Boundary)	Hazard / Risk Category	Rubber Insulating Gloves	Insulated and Insulating Hand Tools
Maximum of 65 kA short circuit current available, 0.03 second (2 cycle) fault clearing time.			
Minimum 18in. working distance Potential Arc Flash Boundary 53 in.			
Perform infrared thermography and other non-contact inspections outside the restricted approach boundary	1	N	N
CB or fused switch or starter operation with enclosure doors closed	0	N	N
Reading a panel meter while operating a meter switch	0	N	N
CB or fused switch or starter operation with enclosure doors open	1	N	N
Work on energized electrical conductors and circuit parts, including voltage testing	2	Y	Y
Work on control circuits with energized electrical conductors and circuit parts 120 V or below, exposed	0	Y	Y
Work on control circuits with energized electrical conductors and circuit parts >120 V, exposed	2	Y	Y
Application of temporary protective grounding equipment, after voltage test	2*	Y	N
Work on energized electrical conductors and circuit parts of utilization equipment fed directly by a branch circuit of the motor control center	2	Y	Y

TABLE 2 (CONTINUED)

Task (Assumes Equipment Is Energized, and Work Is Done Within the Flash Protection Boundary)	Hazard / Risk Category	Rubber Insulating Gloves	Insulated and Insulating Hand Tools
<i>600 V Class motor control centers (MCCs) —</i> Maximum of 42 kA short circuit current available; maximum of 0.33 sec (20 cycle) fault clearing time; minimum of 18in. working distance Potential arc flash boundary with exposed electrical conductors or circuit parts using above parameters: 165 in.			
Insertion or removal of individual starter “buckets” from MCC	4	Y	N
Removal of bolted covers (to expose bare, energized electrical conductors and circuit parts)	4	N	N
Open hinged covers (to expose bare, energized electrical conductors and circuit parts)	1	N	N
<i>600 V Class Switchgear (with power circuit breakers or fused switches) and 600 V class switchboards—</i> Maximum of 35 kA short circuit current available; maximum of 0.5 sec (30 cycle) fault clearing time; minimum of 18in. working distance Potential arc flash boundary with exposed electrical conductors or circuit parts using above parameters: 233 in.			
Perform infrared thermography and other non-contact inspections outside the restricted approach boundary	2	N	N
CB or fused switch operation with enclosure doors closed	0	N	N
Reading a panel meter while operating a meter switch	0	N	N
CB or fused switch operation with enclosure doors open	1	N	N
Work on energized electrical conductors and circuit parts, including voltage testing	2	Y	Y
Work on control circuits with energized electrical conductors and circuit parts 120 V or below, exposed	0	Y	Y
Work on control circuits with energized electrical conductors and circuit parts >120 V, exposed	2	Y	Y
Insertion or removal (racking) of CBs from cubicles, doors open or closed	4	N	N
Application of temporary protective grounding equipment after voltage test	2	Y	N
Removal of bolted covers (to expose bare, energized electrical conductors and circuit parts)	4	N	N
Opening hinged covers (to expose bare, energized electrical conductors and circuit parts)	2	N	N
<i>Other 600 V Class (277 V through 600 V, nominal)</i>			

Task (Assumes Equipment Is Energized, and Work Is Done Within the Flash Protection Boundary)	Hazard / Risk Category	Rubber Insulating Gloves	Insulated and Insulating Hand Tools
<i>Equipment</i>			
Maximum of 65 kA short circuit current available; maximum of 0.03 sec (2 cycle) fault clearing time; minimum of 18in. working distance Potential arc flash boundary with exposed electrical conductors or circuit parts using above parameters: 53 in.			
Lighting or small power transformers (600 V, maximum)	--	--	--
Removal of bolted covers (to expose bare, energized electrical conductors and circuit parts)	2	N	N
Opening hinged covers (to expose bare, energized electrical conductors and circuit parts)	1	N	N
Work on energized electrical conductors and circuit parts, including voltage testing	2	Y	Y
Application of temporary protective grounding equipment, after voltage test	2	Y	N
<i>Revenue meters (kW-hour, at primary voltage and current)</i>	--	--	--
Insertion or removal	2	Y	N
Cable trough or tray cover removal or installation	1	N	N
Miscellaneous equipment cover removal or installation	1	N	N
Work on energized electrical conductors and circuit parts, including voltage testing	2	Y	Y
Application of temporary protective grounding equipment, after voltage test	2	Y	N
Insertion or removal of plug-in devices into or from raceways	2	Y	N

TABLE 2 (CONTINUED)

Task (Assumes Equipment Is Energized, and Work Is Done Within the Flash Protection Boundary)	Hazard / Risk Category	Rubber Insulating Gloves	Insulated and Insulating Hand Tools
<i>NEMA E2 (fused contactor) Motor Starters, 2.3 Kv Through 7.2 kv</i>			
Maximum of 35 kA short circuit current available; maximum of 0.2 sec (12 cycle) fault clearing time; minimum of 36in. working distance			
Potential arc flash boundary with exposed electrical conductors or circuit parts using above parameters: 422 in.			
Perform infrared thermography and other non-contact inspections outside the restricted approach boundary	3	N	N
Contactors operation with enclosure doors closed	0	N	N
Reading a panel meter while operating a meter switch	0	N	N
Contactors operation with enclosure doors open	2	N	N
Work on energized electrical conductors and circuit parts, including voltage testing	4	Y	Y
Work on control circuits with energized electrical conductors and circuit parts 120 V or below, exposed	0	Y	Y
Work on control circuits with energized electrical conductors and circuit parts >120 V, exposed	3	Y	Y
Insertion or removal (racking) of starters from cubicles, doors open or closed	4	N	N
Application of temporary protective grounding equipment, after voltage test	3	Y	N
Removal of bolted covers (to expose bare, energized electrical conductors and circuit parts)	4	N	N
Opening hinged covers (to expose bare, energized electrical conductors and circuit parts)	3	N	N
Insertion or removal (racking) of starters from cubicles of arc-resistant construction, tested in accordance with IEEE C37.20.7, doors closed only	0	N	N
<i>Metal Clad Switchgear, 1 kv and Above</i>			
Maximum of 35 kA short circuit current available; maximum of 0.2 sec (12 cycle) fault clearing time; minimum of 36in. working distance			
Potential arc flash boundary with exposed electrical conductors or circuit parts using above parameters: 422 in			
Perform infrared thermography and other non-contact inspections outside the restricted approach boundary	3	N	N
CB or fused switch operation with enclosure doors closed	2	N	N
Reading a panel meter while operating a meter	0	N	N

Task (Assumes Equipment Is Energized, and Work Is Done Within the Flash Protection Boundary)	Hazard / Risk Category	Rubber Insulating Gloves	Insulated and Insulating Hand Tools
switch			
CB or fused switch operation with enclosure doors open	4	N	N
Work on energized electrical conductors and circuit parts, including voltage testing	4	Y	Y
Work on control circuits with energized electrical conductors and circuit parts 120 V or below, exposed	2	Y	Y
Work on control circuits with energized electrical conductors and circuit parts >120 V, exposed	4	Y	Y
Insertion or removal (racking) of CBs from cubicles, doors open or closed	4	N	N
Application of temporary protective grounding equipment, after voltage test	4	Y	N
Removal of bolted covers (to expose bare, energized electrical conductors and circuit parts)	4	N	N
Opening hinged covers (to expose bare, energized electrical conductors and circuit parts)	3	N	N
Opening voltage transformer or control power transformer compartments	4	N	N
<i>Arc-resistant switchgear Type 1 or 2 (for clearing times <0.5 sec with a perspective fault current not to exceed the arc-resistant rating of the equipment)</i>			
Maximum of 35 kA short circuit current available; maximum of 0.2 sec (12 cycle) fault clearing time; minimum of 36in. working distance			
Potential arc flash boundary with exposed electrical conductors or circuit parts using above parameters: 422 in			
CB operation with enclosure door closed	0	N	N
Insertion or removal (racking) of CBs from cubicles, doors closed	0	N	N
Insertion or removal (racking) of CBs from cubicles, doors open	4	N	N
Work on control circuits with energized electrical conductors and circuit parts 120 V or below, exposed	2	Y	Y
Insertion or removal (racking) of ground and test device with door closed	0	N	N
Insertion or removal (racking) of voltage transformers on or off with the bus door closed	0	N	N

TABLE 2 (CONTINUED)

Task (Assumes Equipment Is Energized, and Work Is Done Within the Flash Protection Boundary)	Hazard / Risk Category	Rubber Insulating Gloves	Insulated and Insulating Hand Tools
<i>Other Equipment 1 kV through 38 kV</i>			
Maximum of 35 kA short circuit current available; maximum of 0.2 sec (12 cycle) fault clearing time; minimum of 36in. working distance Potential arc flash boundary with exposed electrical conductors or circuit parts using above parameters: 422 in			
Metal enclosed interrupter switchgear, fused or unfused	--	--	--
Switch operation of arc-resistant-type construction, tested in accordance with IEEE C37.20.7, doors closed only	0	N	N
Switch operation, doors closed	2	N	N
Work on energized electrical conductors and circuit parts, including voltage testing	4	Y	Y
Removal of bolted covers (to expose bare, energized electrical conductors and circuit parts)	4	N	N
Opening hinged covers (to expose bare, energized electrical conductors and circuit parts)	3	N	N
Outdoor disconnect switch operation (hook stick operated)	3	Y	Y
Outdoor disconnect switch operation (gang-operated, from grade)	2	Y	N
Insulated cable examination, in manhole or other confined space	4	Y	N
Insulated cable examination, in open area	2	Y	N

Note:

From Table 130.7(C)(15)(a) – NFPA 70E, 2012 Edition

V-rated Gloves are gloves rated and tested for the maximum line-to-line voltage upon which work will be done.

V-rated Tools are tools rated and tested for the maximum line-to-line voltage upon which work will be done. Y = yes (required)

N = no (not required)

TABLE 3: Protective Clothing and Personal Protective Equipment (PPE) Matrix

Hazard/Risk Category	Protective Clothing and PPE
0	<p>Protective Clothing, Non-melting or Untreated Natural Fiber (i.e., untreated cotton, wool, rayon, or silk, or blends of these materials) with a fabric weight of at least 4.5 oz/yd</p> <ul style="list-style-type: none"> - Shirt (long sleeve) - Pants (long) <p>Protective Equipment</p> <ul style="list-style-type: none"> - Safety glasses or safety goggles, nonconductive (SR) - Hearing Protection (ear canal inserts) - Heavy duty leather gloves (AN) (see Note 1)
1	<p>Arc-Rated Clothing, Minimum Arc Rating of 4 cal/cm³ (see note 3)</p> <ul style="list-style-type: none"> - Arc-rated long-sleeve shirt and pants or arc-rated coverall - Arc-rated face shield (see note 2) or arc flash suit hood - Arc-rated jacket, parka, rainwear, or hard hat liner (AN) - Hard hat - Safety glasses or safety goggles, nonconductive (SR) - Hearing Protection (ear canal inserts) - Heavy duty leather gloves (see note 1) - Leather work shoes (AN)
2	<p>Arc-Rated Clothing, Minimum Arc Rating of 8 cal/cm³ (see note 3)</p> <ul style="list-style-type: none"> - Arc-rated long-sleeve shirt and pants or arc-rated coverall - Arc-rated flash suit hood or arc rated face shield (see note 2) and arc-rated balaclava - Arc-rated jacket, parka, rainwear, or hard hat liner (AN) - Hard hat - Safety glasses or safety goggles, nonconductive (SR) - Hearing Protection (ear canal inserts) - Heavy duty leather gloves (see note 1) - Leather work shoes (AN)
3	<p>Arc-Rated Clothing Selected so that the system arc rating meets the required minimum arc rating of 25 cal/cm³ (see note 3)</p> <ul style="list-style-type: none"> - Arc-rated long sleeve shirt (AR) - Arc-rated pants (AR) - Arc-rated flash suit jacket (AR) - Arc-rated flash suit pants (AR) - Arc-rated flash suit hood (AR) - Arc-rated gloves (see note 1) - Arc-rated jacket, parka, rainwear, or hard hat liner (AN) <p>Protective Equipment</p> <ul style="list-style-type: none"> - Hard hat - Safety glasses or safety goggles, nonconductive (AN) - Hearing Protection (ear canal inserts) - Leather work shoes
4	<p>Arc-Rated Clothing Selected so that the system arc rating meets the required minimum arc rating of 40 cal/cm³ (see note 3)</p> <ul style="list-style-type: none"> - Arc-rated long sleeve shirt (AR) - Arc-rated pants (AR) - Arc-rated flash suit jacket (AR) - Arc-rated flash suit pants (AR) - Arc-rated flash suit hood (AR) - Arc-rated gloves (see note 1) - Arc-rated jacket, parka, rainwear, or hard hat liner (AN) <p>Protective Equipment</p> <ul style="list-style-type: none"> - Hard hat - Safety glasses or safety goggles, nonconductive (AN) - Hearing Protection (ear canal inserts) - Leather work shoes

Notes:

AN: As needed

AR: As required

SR: Selection required

1) If rubber insulating gloves with leather protectors are required by Table 3, additional leather or arc-rated gloves are not required.

2) Face shields are to have wrap-around guarding to protect not only the face but also the forehead, ears, neck, or, alternatively, an arc-rated flash suit hood is required to be worn.

3) Arc-rating can either be the ATPV (Arc Thermal Performance Value) or EBT (Energy of Break Open Threshold)

Appendix A:

ENERGIZED ELECTRICAL WORK PERMIT FORM



ENERGIZED ELECTRICAL WORK PERMIT FORM

Part I (to be completed by the electrically qualified person doing the work):

Work Order Number: _____

Standing Permit: Effective Dates _____ To _____

1	Description of circuit/ equipment/job location:	
2	Description of work to be done:	
3	Justification of why the circuit/equipment cannot be de-energized or the work deferred until the next scheduled outage:	
4	Results of the Shock Hazard Analysis:	
5	Determination of Shock Protection Boundaries:	
6	Results of the Arc Flash Hazard Analysis:	
7	Determination of the Arc Flash Protection Boundary:	
8	Necessary personal protective equipment to safely perform the assigned task:	
9	Means employed to restrict access of unqualified persons from the work area	
10	Evidence of completion of a job briefing, including a discussion of any job-related hazards:	
11	Do you agree the above described work can be done safely?	<input type="checkbox"/> Yes <input type="checkbox"/> No (If no, return to supervisor)

Name of electrically qualified person performing work

Signature

Date

Name of electrically qualified person performing work

Signature

Date

PART II (approval(s) to perform the work while electrically energized):

Shop Lead

Facility Shop Supervisor/Manager

Director, Facility Management

Environmental Health and Safety Representative

Electrically Knowledgeable Person
(SSU Electrician- not performing the work)

Date

Appendix B:

SIMPLIFIED, TWO-CATEGORY, FLAME RESISTANT CLOTHING SYSTEM (NFPA 70E Annex H)



**SIMPLIFIED, TWO-CATEGORY, FLAME RESISTANT CLOTHING SYSTEM
(NFPA 70E ANNEX H)**

Table B.1 can be used as a simplified approach to assure adequate PPE for electrical workers on campus. The clothing listed in Table B.1 fulfills the minimum FR clothing requirements of Table 3 and Table 4. The clothing systems listed in this table should be used with the other PPE appropriate for the Hazard / Risk Category (see Table 4).

Table B.1 Simplified, Two-Category, Flame-Resistant Clothing System

CLOTHING*	APPLICABLE TASK
Everyday Work Clothing Arc-Rated long-sleeve shirt (minimum arc rating of 8) with Arc-Rated pants (minimum arc rating of 8) <i>or</i> Arc-Rated coveralls (minimum arc rating of 8).	All Hazard/Risk Category 1 and 2 tasks listed in Table 3.
Arc Flash Suit A total clothing system consisting of arc-rated shirt and pants and/or arc-rated coveralls and/or arc flash coat and pants (clothing system minimum arc rating of 40)	All Hazard / Risk Category 3 and 4 tasks listed in Table 3.

* **Note:** other PPE required for the specific tasks listed in Table 2 and Table 3, which include arc-rated face shields or flash suit hoods, FR hardhat liners, safety glasses or safety goggles, hard hat, hearing protection, leather gloves, voltage-rated gloves, and voltage-rated tools.

Campus Safety Procedures are prepared by Sonoma State University, Department of Environmental Health & Safety. All questions should be directed to safety@sonoma.edu

Appendix C:

SSU Electrical Work Pre-Job Checklist and Job Hazard Analysis

SSU Electrical Work Pre-Job Checklist and Job Hazard Analysis



Work Order No.:				Date:				
Building No.:			Room No.:			Panel / Circuit:		
Equipment Description:					Max. Exposed Voltage:			
No. people required to do job:			Name(s):					
Description of job:								
FOR EACH ITEM BELOW, EITHER "YES" OR "NO" MUST BE CHECKED. DO NOT LEAVE AN ITEM BLANK.							YES	NO
Can the equipment be de-energized to perform this work?							<input type="checkbox"/>	<input type="checkbox"/>
Is a back feed of the circuit to be worked on possible? (Generator, UPS, etc.)							<input type="checkbox"/>	<input type="checkbox"/>
Have plans or single line drawings been reviewed?							<input type="checkbox"/>	<input type="checkbox"/>
Will lockout / tagout be required?							<input type="checkbox"/>	<input type="checkbox"/>
Is temporary protective grounding required?							<input type="checkbox"/>	<input type="checkbox"/>
Is contact voltage testing required?							<input type="checkbox"/>	<input type="checkbox"/>
Is breaker racking required?							<input type="checkbox"/>	<input type="checkbox"/>
Will barriers or barricades be required?							<input type="checkbox"/>	<input type="checkbox"/>
Will traffic control and / or flaggers be required?							<input type="checkbox"/>	<input type="checkbox"/>
Will a confined space permit be required?							<input type="checkbox"/>	<input type="checkbox"/>
Will a hot work permit (sparks or open flames) be required?							<input type="checkbox"/>	<input type="checkbox"/>
Will work involve entering an excavation or trench?							<input type="checkbox"/>	<input type="checkbox"/>
Will pedestrian control be required?							<input type="checkbox"/>	<input type="checkbox"/>
Will voltage rated gloves be required?							<input type="checkbox"/>	<input type="checkbox"/>
If "yes" have gloves been tested within 6 months of being placed in service?							<input type="checkbox"/>	<input type="checkbox"/>
Tools to be used:								
High voltage proximity detector							<input type="checkbox"/>	<input type="checkbox"/>
Multi-meter							<input type="checkbox"/>	<input type="checkbox"/>
Insulated hand tools							<input type="checkbox"/>	<input type="checkbox"/>
Hotstick							<input type="checkbox"/>	<input type="checkbox"/>
Other:							<input type="checkbox"/>	<input type="checkbox"/>

Arc Flash Hazard Category: <i>(check one)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Arc Flash Boundary (inches):	
	0	1	2	3	4	X		
Shock Approach Boundaries (inches)								
Limited:				Restricted:			Prohibited:	
Other Safety Related Items Covered in Job Tailgate Meeting:								