



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**DEPARTMENT WIDE**  
OFFENDER MANUAL

REVISION DATE  
5/24/19

PAGE NUMBER  
1 of 5

NUMBER  
**DOC 890.140**

# POLICY

TITLE

**ELECTRICAL SAFETY**

## REVIEW/REVISION HISTORY:

Effective: 5/21/12

Revised: 8/1/14

Revised: 5/24/19

## SUMMARY OF REVISION/REVIEW:

Major changes to include information moved from DOC 700.130 Electrical Construction and Maintenance. Read carefully!


## APPROVED:

Signature on file

\_\_\_\_\_  
**STEPHEN SINCLAIR**, Secretary  
Department of Corrections

4/23/19

\_\_\_\_\_  
Date Signed

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## REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [WAC 296-24-970](#); [WAC 296-800-160](#); [DOC 890.130 Job Safety Analysis, Hazard Assessments, and Personal Protective Equipment](#); [Electrical Hazard Assessment and Personal Protective Equipment Table](#); [Electrical Safety Qualified Person Training Syllabus](#); [Records Retention Schedule](#);

## POLICY:

- I. The Department has established a written electrical safety program to increase worker awareness of potential electrical hazards. Whenever possible, electrical hazards will be eliminated (e.g., de-energized, locked out) before any work is performed on electrical circuits.


## DIRECTIVE:

- I. General Requirements
  - A. Regional Safety Managers will monitor implementation of the electrical safety program.
  - B. Electrical work performed in Department facilities/offices must be coordinated with the Facilities/Plant Manager or Electrical Safety Coordinator.
  - C. Facilities/offices where assigned workers may be exposed to and/or perform work on energized electrical circuits 50 volts or above will designate a Labor and Industries (L&I) certified electrician or qualified person as the Electrical Safety Coordinator to:
    1. Oversee local implementation of this policy,
    2. Ensure a job safety analysis and/or electrical safety hazard assessment is conducted and documented,
    3. Select, acquire, maintain, and replace appropriate Personal Protective Equipment (PPE) and high voltage equipment/tools at warranty expiration,
    4. Coordinate and document local Electrical Safety Qualified Person training for qualified persons,
    5. Maintain a current list of L&I certified electricians and qualified persons,
    6. Manage and ensure use and approval of DOC 16-356 Energized Electrical Work Permit,

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7. Review and update local practices to keep qualified persons trained in any changes to local electrical safety hazards and required PPE, and
  8. Ensure that required inspections are completed by the inspecting authority and all local electrical program records are retained, including safety records.
- D. L&I certified electricians/trainees will not work with high voltage (i.e., 600 volts and above) or perform electrical work or preventive maintenance on high voltage equipment, whether energized or de-energized.
- E. L&I certified electricians/trainees may perform scheduled work on energized electrical circuits 50 volts or above that:
1. Does not involve coming in contact with energized electrical conductors or parts.
  2. Involves using meter probes only when making contact with energized electrical conductors or parts.
- F. L&I certified electricians can perform scheduled work on energized electrical circuits 50 volts or above that involves making contact with energized electrical conductors and parts using insulated tools per the Electrical Hazard Assessment and Personal Protective Equipment Table pending their current qualifications.
1. Work crews will not work on energized circuits requiring the use of insulated tools.
- G. L&I certified electricians/trainees and qualified persons will wear required PPE and use protective shields and insulating materials appropriate to the work or testing being performed.
1. Conductive jewelry and clothing (e.g., rings, necklaces, watches, cloth with conductive thread, metal headgear) will not be worn if they may contact exposed energized parts.
  2. While working on energized electrical circuits 50 volts or above, clothing must comply with the National Electrical Code per the National Fire Protection Association.

## II. Job Safety Analysis and Hazard Assessment

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- A. A job safety analysis and/or assessment for potential arc flash and shock hazards will be conducted before authorizing any work on energized electrical circuits 50 volts or above.
  1. L&I certified electricians and qualified persons will refer to the Electrical Hazard Assessment and Personal Protective Equipment Table.
- B. Assessments will be documented per DOC 890.130 Job Safety Analysis, Hazard Assessments, and Personal Protective Equipment and address:
  1. Arc flash boundaries and shock hazard potential for each potential exposure.
  2. Selection of required PPE and consideration of shock hazard mat use.


### III. Energized Electrical Work Permit

- A. Any work on energized electrical circuits 50 volts or above is prohibited until a DOC 16-356 Energized Electrical Work Permit has been completed and approved for the specific work project.
  1. L&I certified electricians and qualified persons are permitted to conduct testing and troubleshooting on energized circuits without a permit.
- B. The Electrical Safety Coordinator will retain the permit on file per the Records Retention Schedule.

### IV. Qualified Person Training

- A. Employees expected to be qualified persons and L&I certified electricians/trainees will be provided initial Electrical Safety Qualified Person training consistent with the Electrical Safety Qualified Person Training Syllabus.
- B. L&I certified electricians will be provided refresher Electrical Safety Qualified Person training only when local program changes occur or as identified by the Electrical Safety Coordinator. All other qualified persons will receive annual Electrical Safety Qualified Person training.
- C. Employee training will be documented on a class roster and in the database managed by the Training and Development Unit.
- D. Work crew training will be documented on a training roster and maintained with the local electrical safety program records.

### DEFINITIONS:

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The following words/terms are important to this policy and defined in the glossary section of the Policy Manual: Labor and Industries (L&I) Certified Electricians, Personal Protective Equipment (PPE), Qualified Persons. Other words/terms appearing in this policy may also be defined in the glossary.

**ATTACHMENTS:**

None

**DOC FORMS:**

[DOC 16-356 Energized Electrical Work Permit](#)