



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE
OFFENDER MANUAL

REVISION DATE
5/24/19

PAGE NUMBER
1 of 4

NUMBER
DOC 700.130

POLICY

TITLE
ELECTRICAL CONSTRUCTION AND MAINTENANCE

REVIEW/REVISION HISTORY:

Effective: 2/11/04
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 Revised: 7/17/09
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 Revised: 5/24/19

SUMMARY OF REVISION/REVIEW:

Major changes to include information moved from DOC 890.140 Electrical Safety. 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; [RCW 19.28](#); [RCW 49.17](#); [WAC 296-45](#); [WAC 296-46B](#); [DOC 700.100 Class III Work Programs](#); [DOC 890.140 Electrical Safety](#)

POLICY:

- I. The Department will ensure that all electrical work performed by employees and work crews are conducted in compliance with applicable local, state, and federal laws, regulations, and procedures governing electrical installation, maintenance, licensing, inspection, and safety.
- II. Electrical construction and maintenance work programs in Prisons will be considered Class III work programs per DOC 700.100 Class III Work Programs.

DIRECTIVE:

- I. General Requirements
 - A. Labor and Industries (L&I) certified electricians/trainees and qualified persons performing electrical work will comply with DOC 890.140 Electrical Safety.
 1. Work crews will be L&I certified electricians/trainees and only perform electrical work at Department-owned or leased facilities and offices per applicable contracts/agreements.
- II. General Responsibilities
 - A. The Electrical Administrator will be responsible for statewide oversight of electrical compliance, maintenance, and administration of work crew training.
 - B. Plant Managers will ensure electrical work is supervised by an electrical supervisor, who is an L&I certified electrician.
- III. Electrical Work
 - A. While performing electrical work, the ratio of L&I certified electrician employees to trainees will be:
 1. 1:1 for new construction/installation, and
 2. 1:2 for maintenance/specialty work.
 - B. The following work is not regulated by L&I and may be performed without L&I certification:



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1. Changing light fixture lamps, excluding ballasts,
2. Transporting ladders and electrical parts/equipment,
3. Inventories of electrical parts/equipment,
4. Cleaning up in electrical shops, and
5. Maintenance work on portable, plug-in appliances performed in an appliance maintenance repair shop.
 - a. An L&I certified electrician employee will verify that the repaired appliance meets the manufacturer's specifications and poses no electrical hazard before the appliance is returned to service.

C. Work crews must be under direct supervision of an L&I certified electrician employee at least 75 percent of their working hours. During the other 25 percent of working hours, the L&I certified electrician employee must be onsite to provide instruction and assistance.

1. An electrical supervisor may assign more than 2 trainees to perform work not regulated by L&I, provided the required ratio of L&I certified electrician employees to trainees is maintained while performing electrical work.

IV. Fees and Training Costs

A. Facilities will pay the cost for L&I training certificates and certificate renewals.

1. For workers entering Prison with a valid electrical certificate of competency, the facility's operating budget will be used to cover the following costs:

- a. L&I fee for certified electrician certificate renewals, and
- b. Continuing Education Unit (CEU) training for recertification.

2. Workers with a valid electrical certificate will be assigned for work in the electrical shop when possible.

3. Facilities are not obligated to pay fees if the worker does not work, refuses to work, or is terminated from programming in the electrical shop.

B. Facilities may provide basic electrical classroom training for trainee recertification.

C. All L&I documents will be routed through the Electrical Administrator.

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 and Qualified Persons. Other words/terms appearing in this policy may also be defined in the glossary.

ATTACHMENTS:

None

DOC FORMS:

None