

Electrical Safety Maintenance

Reviewed Date		Number	<i>HS0103</i>
Revised Date	<i>August 30, 2016</i>	Approved Date	<i>June 9, 2004</i>

Introduction

The purpose of this policy is to recognize that electrical equipment and extension cords are potentially hazardous and can cause serious shock and burn injuries if improperly used or maintained. It is generally accepted that electrical accidents usually occur as a result of faulty or defective equipment, unsafe installation or misuse of equipment.

Purpose

N/A

Legislative Authority

N/A

Policy Definitions and Interpretation

N/A

Policy

The Occupational Health and Safety Act (OHSA), Section 25, 2(h) requires that the health unit take every precaution reasonable in the circumstances for the protection of a worker.

Executive Committee will establish, implement and reinforce the necessary policies, procedures and practices to ensure that equipment is safe from electrical hazards, in good repair and used in the proper manner according to manufacturers' instructions.

The Human Resources and Infrastructure Director will ensure that there is a regular inspection of the workplace by the joint health and safety committee to ensure that the workplace is free of hazards.

The Human Resources and Infrastructure Director will ensure that training is provided to all staff on the hazards of electricity in consultation with the joint health and safety committee. Training is provided to all staff through review of this policy and appendix.

Health unit staff will not use equipment that is obviously unsafe or in need of repair. Staff are responsible for notifying their immediate manager or alternate of the situation.

Procedures

The following procedures will apply for all electrical equipment and electrical cords used in the health unit:

Grounded Connections

Grounded plugs provide a low-resistance path to the earth through an intentionally created ground connection. All equipment ideally should have a grounded plug with the exception of low voltage products like desk lamps.

Safety Approved

All electrical equipment used in health unit offices or operations should display a United Laboratory sticker or Canadian Safety Association sticker. Items without the stickers should be discarded.

All electrical equipment brought by staff to work must be approved by the Facilities Coordinator prior to use.

An inventory of all approved electrical equipment shall be developed by the Facilities Coordinator and Health and Safety representatives in every health unit office and kept current. A record of approval for electrical equipment will be maintained by the Facilities Coordinator.

Extension Cords

Extension Cords should be no longer than 10 feet in length and for temporary use only. Power bars for computers and power poles are excluded from this requirement. Sufficient outlets should be available so that extension cords are not used routinely or permanently.

Electrical Cords, Circuits and Outlets

Equipment and cords should be inspected prior to use by the Facilities Coordinator and regularly inspected by the Health and Safety representatives. Deficient electrical equipment shall be removed from service until repairs/replacement occurs. All repairs should be made by a qualified individual.

Frayed cords should not be used. An employee must report a frayed cord or exposed wiring to their manager using the Potential or Existing Unsafe Workplace Condition Form HS0105 (F1).

The Facilities Coordinator should also be notified immediately. If the equipment or cord is not connected to a power source it should be marked and not used until repairs are completed. If it is connected to a power source the electricity to the source should be turned off (use of circuit breaker) and then the defective equipment or cord should be disconnected from the power source, if safe to do so, and not used until repairs/replacement occurs.

Outlet and junction box covers should be in place.

Circuits should not be overloaded and all multiple outlet strips should be equipped with overload protection and surge protection.

Particular attention should be placed on connections behind furniture, causing severe bending of the cord at the plug. Flat lying plugs should be used in these instances.

Switches to turn on and off equipment should be provided if possible, so that it is not necessary to pull the plug to shut off power. Electrical outlets in close proximity to water

sources (e.g. sinks) should be equipped with Circuit protection devices such as a ground-fault circuit interrupter.

Related Policies

N/A

Related Forms

N/A

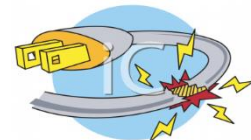
Final Approval Signature: _____

Review/Revision History:

September 2010 Policy re-numbered, previous number B2.110

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Electrical Safety and Maintenance



- Check equipment and power cords before using them.
- Report any frayed cords or other electrical problems to your Program Manager and the Facilities Coordinator (complete a Potential or Existing Unsafe Workplace Condition Form).
- If the equipment is plugged in, do not remove it from the power source.
- Plug in and unplug equipment holding the plug, not the cord.
- Personally-owned electrical appliances must be approved for use by the Facilities Coordinator, and have either a CSA (Canadian Safety Association) or UL (United Laboratories) sticker.

