1.0 Policy

Sunbelt Controls has implemented a **LIMITED** hot work policy. Hot work will only be performed in cases where there are no other alternatives, and all other alternatives have been fully explored. All employees will strictly adhere to these procedures.

2.0 Purpose

To establish minimum requirement(s) when and if hot work must be performed.

3.0 Scope

This Addendum applies to all employees of Sunbelt Controls.

4.0 Definitions

Authorized Employee – an individual who has received written authorization as well as proper training to perform service or maintenance on a machine or equipment

Energized – connected to an energy source or containing residual or stored energy.

Energy Source – any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy

Hot Work – any work on electrical equipment, circuits, devices, systems, or any other energized part(s) where an employee is required to deliberately, or could accidentally, place any part of his body or any type of tool into or around such electrical devices where the voltage has been deemed to be in excess of 50 volts AC and 31.8 volts DC

Qualified Electrician – an individual who has achieved the job title of Journeyman and successfully completed the hot work training provided by this business unit and has adequate knowledge of the installation, construction, or operation of apparatus and the hazards involved

Range Of Contact – being capable of contacting an energized circuit by personnel or equipment/tools. Such as losing balance and falling towards the energized circuit

Servicing and/or Maintenance – workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing circuits, devices, or equipment. These activities include lubrication, cleaning or un-jamming of devices or equipment and making adjustments or tool changes, where the employee may be exposed to the unexpected energy/electricity or startup of the equipment or release of hazardous energy.

5.0 Requirements

5.1 Prior to requesting permission to work on energized or potentially energized electrical equipment, the "Electrical Safety Checklist" (Appendix 14-B) must be completed.

5.1.1 "Electrical Safety Checklist" is designed to ensure appropriate safety measures have been addressed when performing this type of work.

5.2 A step-by-step "Job Safety Analysis" (JSA) (Appendix 9-A1) of the action shall be completed by the Foreman.

5.2.1 JSAs for work on energized electrical equipment must be signed off by the Project Manager and then it shall be reviewed and signed by at least one of the following:

- Operations Manager
- Field Superintendent
- Service Manager
- Director of Education

5.3 If applicable, the Project Manager will obtain written authorization from the person assuming liability for the work to be performed before starting the work, using the "Indemnity Agreement for Energized Electrical Systems" (reference Appendix 14-A2)

5.4 Only **"Qualified"** and **"Authorized"** employees may perform work on energized electrical equipment.

5.5 Only authorized employees, appropriately protected, may enter energized electrical substations and motor control centers. A Qualified Electrician must accompany unauthorized employees.

5.6 Designated Electrical Standby Persons must be present when work is being performed on energized or potentially energized circuits 120 volts or above.

5.6.1 Must be trained in energized electrical procedures, electrical hazard recognition and emergency rescue and response for electrical shock victims.

5.6.2 Must remain at the site of the work at all times while the work is in progress to watch the movements of the Journeyman performing the work so he/she can warn them if they get close to energized equipment or perform other unsafe acts.

5.6.2.1 Have a rescue plan (to include emergency phone numbers and location of nearest phone) and equipment (board, rope, safety belt with lanyard, etc.) available on how to remove someone who accidentally comes in contact with energized equipment.

5.6.2.2 Identify who is certified in CPR and First Aid procedures.

5.6.3 Shall be at least a qualified fourth year apprentice.

5.6.3.1 If a fourth year apprentice is used, may assist in the work being performed, but shall not be the primary person doing the work.

5.7 Warning signs shall be posted as close to the work area as possible.

5.8 Review evacuation plan

5.9 Have emergency lighting available (flashlight or stand-by generator).

5.10 Foreman will review, in detail, procedures with employee(s) involved with the hot work prior to work beginning.

5.11 Insulate work areas from other equipment and grounded surfaces with rubber mats or other approved insulating materials as needed. Ensure the employee performing hot work is isolated from any grounded surface.

5.12 A checklist of all tools and equipment taken into the work area should be posted so that all tools, equipment and grounding cables can be checked off as they are removed from the area.

5.13 Personal protective equipment (PPE) shall be worn at all times. Refer to the Personal Protective Equipment Matrix (Appendix 14-A1) to ensure the proper personal protective equipment is being used for the voltage and risk potential present.

5.14 Violations of this policy will result in disciplinary action up to and including termination of employment.

6.0 References