

## **ELECTRICAL SAFETY POLICY**

---

While electricity is important in daily work, it can also be hazardous. Misused or uncontrolled, electricity can cause injury to persons and damage to property. The following rules are designed to ensure safe handling of electricity in the many varied jobs performed by employees of the City of Oakley.

### **GENERAL RULES**

When using any electrical equipment, all employees should follow these basic rules:

- Know the safe way to handle anything that carries or is powered by an electrical current, and only use electrically powered equipment that you are trained and qualified to operate
- Never try to repair any faulty electrical wiring, fixtures, or equipment
- Report all electrical problems to the appropriate maintenance to the Parks, Landscape & Facilities Manager, which will provide the services of a licensed electrician or repair person
- Be especially cautious in using electrical equipment in moist or damp areas
- Never put anything electrical in or near water

### **CIRCUITS AND OUTLETS**

These rules ensure proper use and maintenance of electrical circuits and outlets:

- Do not overload circuits
- Do not bypass fuses with coins or other material
- Cover all switches, switch boxes, junction boxes, fittings, and outlets
- Ensure that the covers are in good repair
- Label all circuit breakers, fuse panels, and disconnects as to their use
- Maintain a clear area of 36" in front of electrical panels and disconnects

- Report all cases of frequent blown fuses or tripped circuits so that the cause can be found and corrected
- Do not put liquids or containers of liquids on electrical equipment such as wiring ducts, transformers, switch boxes, fixtures, etc
- Use caution when handling liquids near electrical wiring or outlets
- Never stick anything into electrical outlets except approved plugs

### **OUTSIDE WIRES AND ELECTRICAL POWER LINES**

Employees must use caution and obey the following rules when working near outside wires or power lines:

- Unless your work specifically requires you to do so, do not work closer than ten (10) feet from any electrical power line
- Do not use metal ladders or scaffolds around outdoor electrical lines
- When carrying metal poles, ladders, etc., look out for electrical power lines
- When operating trucks or other high-profile motor vehicles, ensure that you have sufficient clearance from all electrical power lines
- Do not touch any other person in contact with a live or possibly live electrical power line. Try to break the contact and free the person without endangering yourself by using a piece of rope, a belt that does not contain metal or a strong, dry stick or board.

### **ELECTRICAL TOOLS AND MACHINERY**

Any employee using electrical tools or machinery must comply with the following:

- Do not use electrical tools that are cracked, broken or defective in any way
- Turn off any electrical tool that sparks or stalls immediately and have it inspected and, if necessary, repaired by a qualified person
- Always unplug electrical power tools before cleaning or adjusting them
- Lockout all electrically powered machinery or equipment before performing cleaning, adjustments, or repairs
- Never turn on or use an electrical tool while standing on a wet floor or surface

- Never touch electrical tools, machinery, appliances or fixtures with wet hands
- Do not touch electrical tools or machinery and plumbing or other metal objects at the same time

## **CORDS AND PLUGS**

All employees must be aware of the rules for using and maintaining electrical cords and plugs which includes the following:

- Do not use electrical cords or extension cords that are frayed, split, spliced or defective in any way
- Always be sure you are using the right type and size of electrical power cord for the job. If in doubt, ask your supervisor.
- When disconnecting an electrical cord from an outlet, machine, tool or other equipment, grasp the plug. Do not pull on the cord.
- Do not place electrical power cords under rugs or carpeting or across aisles or driveways
- Do not wrap electrical cords around steam pipes, appliances or other metal objects, and keep them away from heat and water
- Do not remove the insulating discs from electrical plugs

## **GROUNDING**

Proper grounding is essential to prevent electrical shock or fire. To ensure proper grounding employees must comply with the following rules:

- Use an appropriate adapter plug with a ground wire if the outlet to be used has no place to receive the ground prong
- Do not remove the ground prongs from any electrical cord plug
- Use double insulated tools if a three-wire cord grounded extension cord, or other approved grounding, is not available.