

GENERAL ELECTRICAL SAFETY

Introduction

Electricity has long been recognized as a serious workplace hazard. Many workers are unaware of the potential electrical hazards present in their work environment, which makes them more vulnerable to the danger of electrocution. OSHA's electrical standards are designed to protect employees exposed to dangers such as electric shock, electrocution, fires, and explosions. Working with electricity can be dangerous.

Engineers, electricians, and other professionals work with electricity directly, including working on overhead lines, cable harnesses, and circuit assemblies. Others, such as office workers and salespeople work with electricity indirectly and may also be exposed to electrical hazards.

A wide variety of possible solutions can be implemented to reduce or eliminate the risk of injury associated with electrical work. Examples of solutions include the use of insulation, guarding, grounding, electrical protective devices, and safe work practices.

Whenever you work with power tools or on electrical circuits there is a risk of electrical hazards, especially electrical shock. Anyone can be exposed to these hazards at home or at work. Workers are exposed to more hazards because job sites can be cluttered with tools and materials, fast-paced, and open to the weather. Risk is also higher at work because many jobs involve electric power tools.

Electrical trades workers must pay special attention to electrical hazards because they work on electrical circuits. Coming in contact with an electrical voltage can cause current to flow through the body, resulting in electrical shock and burns. Serious injury or even death may occur. As a source of energy, electricity is used without much thought about the hazards it can cause. Because electricity is a familiar part of our lives, it often is not treated with enough caution. As a result, an average of one worker is electrocuted on the job every day of every year! Electrocution is the third leading cause of work-related deaths among 16- and 17-year-olds, after motor vehicle deaths and workplace homicide. Electrocution is the cause of 12% of all workplace deaths among young workers.

The National Institute for Occupational Safety and Health (NIOSH) estimates that 200,000 young workers under the age of 18 suffer work-related injuries in the United States each year. Young and new workers have a high risk for work-related injury compared with more experienced workers. Occupational safety and health training remains a fundamental element of hazard control in the workplace, and there is great potential to reduce these incidents through pre-employment training. Effective pre-employment training should include realistic environments and hands-on exercises. However, NIOSH recommends that actual employment in the electrical trades or any of the other construction trades be delayed until individuals reach the minimum age of 18.

Electrical Shock

An electrical shock is received when electrical current passes through the body. Current will pass through the body in a variety of situations. Whenever two wires are at different voltages, current will pass between them if they are connected. Your body can connect the wires if you touch both of them at the same time. Current will pass through your body.

Your risk of receiving a shock is greater if you stand in a puddle of water. But you do not even have to be standing in water to be at risk. Wet clothing, high humidity, and perspiration also increase your chances of being electrocuted. Of course, there is always a chance of electrocution, even in dry conditions.

To prevent electrical accidents, employers should take the following steps:

- ❑ Establish proper rules and procedures on how to access electrical control cabinets without getting hurt.
- ❑ Make sure all employees know the importance of de-energizing (shutting off) electrical systems before performing repairs.
- ❑ Equip voltage-regulating equipment with color-coded wiring.
- ❑ Train workers in CPR.

You can prevent injuries and deaths by remembering the following points:

- ❑ If you work on an electrical circuit, test to make sure that the circuit is de-energized (shut off)!
- ❑ Never attempt to handle any wires or conductors until you are absolutely positive that their electrical supply has been shut off.
- ❑ Be sure to lock out and tag out circuits so they cannot be re-energized.
- ❑ Always assume a conductor is dangerous.

Dangers of Electrical Shock

The severity of injury from electrical shock depends on the amount of electrical current and the length of time the current passes through the body. For example, 1/10 of an ampere (amp) of electricity going through the body for just 2 seconds is enough to cause death. The amount of internal current a person can withstand and still be able to control the muscles of the arm and hand can be less than 10 milliamperes (milliamps or mA).

Currents above 10 mA can paralyze or “freeze” muscles. When this “freezing” happens, a person is no longer able to release a tool, wire, or other object. In fact, the electrified object may be held even more tightly, resulting in longer exposure to the shocking current. For this reason, handheld tools that give a shock can be very dangerous. If you cannot let go of the tool, current continues through your body for a longer time, which can lead to respiratory paralysis (the muscles that control breathing cannot move). You stop breathing for a period of time. People have stopped breathing when shocked with currents from voltages as low as 49 volts. Usually, it takes about 30 mA of current to cause respiratory paralysis.

Currents greater than 75 mA cause ventricular fibrillation (very rapid, ineffective heartbeat). This condition will cause death within a few minutes unless a special device called a defibrillator is used to save the victim. Heart paralysis occurs at 4 amps, which means the heart does not pump at all. Tissue is burned with currents greater than 5 amps.

The table shows what usually happens for a range of currents (lasting one second) at typical household voltages. Longer exposure times increase the danger to the shock victim. For example, a current of 100 mA applied for 3 seconds is as dangerous as a current of 900 mA applied for a fraction of a second (0.03 seconds). The muscle structure of the person also makes a difference. People with less muscle tissue are typically affected at lower current levels. Even low voltages can be extremely dangerous because the degree of injury depends not only on the amount of current but also on the length of time the body is in contact with the circuit.

LOW VOLTAGE DOES NOT MEAN LOW HAZARD!

Effects of Electrical Current* on the Body	
Current	Reaction
1 milliamp	Just a faint tingle.
5 milliamps	Slight shock felt. Disturbing, but not painful. Most people can “let go.” However, strong involuntary movements can cause injuries.
6–25 milliamps (women)† 9–30 milliamps (men)	Painful shock. Muscular control is lost. This is the range where “freezing currents” start. It may not be possible to “let go.”
50–150 milliamps	Extremely painful shock, respiratory arrest (breathing stops), severe muscle contractions. Flexor muscles may cause holding on; extensor muscles may cause intense pushing away. Death is possible.
1,000–4,300 milliamps (1–4.3 amps)	Ventricular fibrillation (heart pumping action not rhythmic) occurs. Muscles contract; nerve damage occurs. Death is likely.
10,000 milliamps (10 amps)	Cardiac arrest and severe burns occur. Death is probable.
15,000 milliamps (15 amps)	Lowest over-current at which a typical fuse or circuit breaker opens a circuit!
*Effects are for voltages less than about 600 volts. Higher voltages also cause severe burns. †Differences in muscle and fat content affect the severity of shock.	

Sometimes high voltages lead to additional injuries. High voltages can cause violent muscular contractions. You may lose your balance and fall, which can cause injury or even death if you fall into machinery that can crush you. High voltages can also cause severe burns. At 600 volts, the current through the body may be as great as 4 amps, causing damage to internal organs such as the heart. High voltages also produce burns. In addition, internal blood vessels may clot. Nerves in the area of the contact point may be damaged. Muscle contractions may cause bone fractures from either the contractions themselves or from falls.

A severe shock can cause much more damage to the body than is visible. A person may suffer internal bleeding and destruction of tissues, nerves, and muscles. Sometimes the hidden injuries caused by electrical shock result in a delayed death. Shock is often only the beginning of a chain of events. Even if the electrical current is too small to cause injury, your reaction to the shock may cause you to fall, resulting in bruises, broken bones, or death. The length of time of the shock greatly affects the amount of injury.

If the shock is short in duration, it may only be painful. A longer shock (lasting a few seconds) could be fatal if the level of current is high enough to cause the heart to go into ventricular fibrillation. This is not much current when you realize that a small power drill uses 30 times as much current as what will kill. At relatively high currents, death is certain if the shock is long enough. However, if the shock is short and the heart has not been damaged, a normal heartbeat may resume if contact with the electrical current is eliminated. (This type of recovery is rare.)

The amount of current passing through the body also affects the severity of an electrical shock. Greater voltages produce greater currents. So, there is greater danger from higher voltages. Resistance hinders current. The lower the resistance (or impedance in AC circuits), the greater the current will be. Dry skin may have a resistance of 100,000 ohms or more. Wet skin may have a resistance of only 1,000 ohms. Wet working conditions or broken skin will drastically reduce resistance. The low resistance of wet skin allows current to pass into the body more easily and give a greater shock. When more force is applied to the contact point or when the contact area is larger, the resistance is lower, causing stronger shocks.

The path of the electrical current through the body affects the severity of the shock. Currents through the heart or nervous system are most dangerous. If you contact a live wire with your head, your nervous system will be damaged. Contacting a live electrical part with one hand—while you are grounded at the other side of your body—will cause electrical current to pass across your chest, possibly injuring your heart and lungs.

There have been cases where an arm or leg is severely burned by high-voltage electrical current to the point of coming off, and the victim is not electrocuted. In these cases, the current passes through only a part of the limb before it goes out of the body and into another conductor. Therefore, the current does not go through the chest area and may not cause death, even though the victim is severely disfigured. If the current does go through the chest, the person will almost surely be electrocuted. A large number of serious electrical injuries involve current passing from the hands to the feet. Such a path involves both the heart and lungs. This type of shock is often fatal.

Burns Caused by Electricity

The most common shock-related, nonfatal injury is a burn. Burns caused by electricity may be of three types: electrical burns, arc burns, and thermal contact burns. Electrical burns can result when a person touches electrical wiring or equipment that is used or maintained improperly. Typically, such burns occur on the hands. Electrical burns are one of the most serious injuries you can receive. They need to be given immediate attention. Additionally, clothing may catch fire and a thermal burn may result from the heat of the fire.

Arc-blasts occur when powerful, high-amperage currents arc through the air. Arcing is the luminous electrical discharge that occurs when high voltages exist across a gap between conductors and current travels through the air. This situation is often caused by equipment failure due to abuse or fatigue. Temperatures as high as 35,000°F have been reached in arc-blasts.

There are three primary hazards associated with an arc-blast.

- 1) Arcing gives off thermal radiation (heat) and intense light, which can cause burns. Several factors affect the degree of injury, including skin color, area of skin exposed, and type of clothing worn. Proper clothing, work distances, and over-current protection can reduce the risk of such a burn.
- 2) A high-voltage arc can produce a considerable pressure wave blast. A person 2 feet away from a 25,000-amp arc feels a force of about 480 pounds on the front of the body. In addition, such an explosion can cause serious ear damage and memory loss due to concussion. Sometimes the pressure wave throws the victim away from the arc-blast. While this may reduce further exposure to the thermal energy, serious physical injury may result. The pressure wave can propel large objects over great distances. In some cases, the pressure wave has enough force to snap off the heads of steel bolts and knock over walls.
- 3) A high-voltage arc can also cause many of the copper and aluminum components in electrical equipment to melt. These droplets of molten metal can be blasted great distances by the pressure wave. Although these droplets harden rapidly, they can still be hot enough to cause serious burns or cause ordinary clothing to catch fire, even if you are 10 feet or more away.

Electrical Fires

Electricity is one of the most common causes of fires and thermal burns in homes and workplaces. Defective or misused electrical equipment is a major cause of electrical fires. If there is a small electrical fire, be sure to use only a Class C or multipurpose (ABC) fire extinguisher, or you might make the problem worse.

All fire extinguishers are marked with letter(s) that tell you the kinds of fires they can put out. Some extinguishers contain symbols, too.

Thermal burns may result if an explosion occurs when electricity ignites an explosive mixture of material in the air. This ignition can result from the buildup of combustible vapors, gasses, or dusts. Occupational Safety and Health Administration (OSHA) standards, the NEC, and other safety standards give precise safety requirements for the operation of electrical systems and equipment in such dangerous areas. Ignition can also be caused by overheated conductors or equipment, or by normal arcing at switch contacts or in circuit breakers.

What to Do If a Co-Worker Is Shocked or Burned by Electricity.

Shut off the electrical current if the victim is still in contact with the energized circuit. While you do this, have someone else call for help. If you cannot get to the switchgear quickly, pry the victim from the circuit with something that does not conduct electricity such as dry wood. Do not touch the victim yourself if he or she is still in contact with an electrical circuit! You do not want to be a victim, too!

Do not leave the victim unless there is absolutely no other option. You should stay with the victim while Emergency Medical Services (EMS) is contacted. The caller should come back to you afterwards to verify that the call was made. If the victim is not breathing, does not have a heartbeat, or is badly injured, quick response by a team of emergency medical technicians (EMT's) or paramedics gives the best chance for survival.

Once you know that electrical current is no longer flowing through the victim, call out to the victim to see if he or she is conscious (awake). If the victim is conscious, tell the victim not to move. It is possible for a shock victim to be seriously injured but not realize it. Quickly examine the victim for signs of major bleeding. If there is a lot of bleeding, place a cloth (such as a handkerchief or bandanna) over the wound and apply pressure. If the wound is in an arm or leg and keeps bleeding a lot, gently elevate the injured area while keeping pressure on the wound. Keep the victim warm and talk to him or her until help arrives.

If the victim is unconscious, check for signs of breathing. While you do this, move the victim as little as possible. If the victim is not breathing, someone trained in CPR should begin artificial breathing, then check to see if the victim has a pulse.

Quick action is essential! To be effective, CPR must be performed within 4 minutes of the shock. If you are not trained in CPR or first aid, now is the time to get trained—before you find yourself in this situation! Ask your supervisor how you can become certified in CPR.

You also need to know the location of:

- 1) Electricity shut-offs ("kill switches").
- 2) First-aid supplies.
- 3) A telephone so you can find them quickly in an emergency.

Elements of Electrical Safety

Always use the three-stage approach to safety: recognize, evaluate, and control hazards. To be safe, you must think about your job and plan for hazards. To avoid injury or death, you must understand and recognize hazards. You need to evaluate the situation you are in and assess your risks. You need to control hazards by creating a safe work environment, by using safe work practices, and by reporting hazards to a supervisor. If you do not recognize, evaluate, and control hazards, you may be injured or killed by the electricity itself, electrical fires, or falls.

1) Recognize Hazards

The first part of the safety model is recognizing the hazards around you. Only then can you avoid or control the hazards. It is best to discuss and plan hazard recognition tasks with your co-workers. Sometimes we take risks ourselves, but when we are responsible for others, we are more careful. Sometimes others see hazards that we overlook. Of course, it is possible to be talked out of our concerns by someone who is reckless or dangerous. Do not take a chance. Careful planning of safety procedures reduces the risk of injury. Decisions to lock out and tag out circuits and equipment need to be made during this part of the safety model. Plans for action must be made now.

OSHA regulations, the NEC, and the National Electrical Safety Code (NESC) provide a wide range of safety information. Although these sources may be difficult to read and understand at first, with practice they can become very useful tools to help you recognize unsafe conditions and practices. Knowledge of OSHA standards is an important part of training for electrical apprentices.

2) Evaluate Hazards DO NOT ENERGIZE CIRCUIT

When evaluating hazards, it is best to identify all possible hazards first, then evaluate the risk of injury from each hazard. Do not assume the risk is low until you evaluate the hazard. It is dangerous to overlook hazards. Job sites are especially dangerous because they are always changing. Many people are working at different tasks. Job sites are frequently exposed to bad weather. A reasonable place to work on a bright, sunny day might be very hazardous in the rain. The risks in your work environment need to be evaluated all the time. Then, whatever hazards are present need to be controlled.

3) Control Hazards

Once electrical hazards have been recognized and evaluated, they must be controlled.

You control electrical hazards in two main ways:

- 1) Create a safe work environment.
- 2) Use safe work practices.

Controlling electrical hazards (as well as other hazards) reduces the risk of injury or death.

How to Recognize Hazards

The first step toward protecting yourself is recognizing the many hazards you face on the job. To do this, you must know which situations can place you in danger. Knowing where to look helps you to recognize hazards.

- Inadequate wiring is dangerous.
- Exposed electrical parts are dangerous.
- Overhead power-lines are dangerous.
- Wires with bad insulation can give you a shock.
- Electrical systems and tools that are not grounded or double-insulated are dangerous.
- Overloaded circuits are dangerous.
- Damaged power tools and equipment are electrical hazards.
- Using the wrong PPE is dangerous.
- Using the wrong tool is dangerous.
- Some on-site chemicals are harmful.
- Defective ladders and scaffolding are dangerous.
- Ladders that conduct electricity are dangerous.
- Electrical hazards can be made worse if the worker, location, or equipment is wet.

Inadequate Wiring Hazards

An electrical hazard exists when the wire is too small a gauge for the current it will carry. Normally, the circuit breaker in a circuit is matched to the wire size.

However, in older wiring, branch lines to permanent ceiling light fixtures could be wired with a smaller gauge than the supply cable.

For example, let's say a light fixture is replaced with another device that uses more current. The current capacity (ampacity) of the branch wire could be exceeded. When a wire is too small for the current it is supposed to carry, the wire will heat up. The heated wire could cause a fire.

When you use an extension cord, the size of the wire you are placing into the circuit may be too small for the equipment. The circuit breaker could be the right size for the circuit but not right for the smaller-gauge extension cord. A tool plugged into the extension cord may use more current than the cord can handle without tripping the circuit breaker. The wire will overheat and could cause a fire.

The kind of metal used as a conductor can cause an electrical hazard. Special care needs to be taken with aluminum wire. Since it is more brittle than copper, aluminum wire can crack and break more easily. Connections with aluminum wire can become loose and oxidize if not made properly, creating heat or arcing. You need to recognize that inadequate wiring is a hazard.

Exposed Electrical Parts Hazards

Electrical hazards exist when wires or other electrical parts are exposed. Wires and parts can be exposed if a cover is removed from a wiring or breaker box. The overhead wires coming into a home may be exposed. Electrical terminals in motors, appliances, and electronic equipment may be exposed. Older equipment may have exposed electrical parts. If you contact exposed live electrical parts, you will be shocked. You need to recognize that an exposed electrical component is a hazard.

Overhead Power-Line Hazards

Most people do not realize that overhead power-lines are usually not insulated. More than half of all electrocutions are caused by direct worker contact with energized power-lines. Power-line workers must be especially aware of the dangers of overhead lines. In the past, 80% of all lineman deaths were caused by contacting a live wire with a bare hand. Due to such incidents, all linemen now wear special rubber gloves that protect them up to 34,500 volts. Today, most electrocutions involving overhead power-lines are caused by failure to maintain proper work distances.

Shocks and electrocutions occur where physical barriers are not in place to prevent contact with the wires. When dump trucks, cranes, work platforms, or other conductive materials (such as pipes and ladders) contact overhead wires, the equipment operator or other workers can be killed. If you do not maintain required clearance distances from power-lines, you can be shocked and killed. (The minimum distance for voltages up to 50kV is 10 feet. For voltages over 50kV, the minimum distance is 10 feet plus 4 inches for every 10 kV over 50kV.) Never store materials and equipment under or near overhead power-lines. You need to recognize that overhead power-lines are a hazard.

Defective Insulation Hazards

Insulation that is defective or inadequate is an electrical hazard. Usually, a plastic or rubber covering insulates wires. Insulation prevents conductors from coming in contact with each other. Insulation also prevents conductors from coming in contact with people.

Extension cords may have damaged insulation. Sometimes the insulation inside an electrical tool or appliance is damaged. When insulation is damaged, exposed metal parts may become energized if a live wire inside touches them.

Electric hand tools that are old, damaged, or misused may have damaged insulation inside. If you touch damaged power tools or other equipment, you will receive a shock. You are more likely to receive a shock if the tool is not grounded or double-insulated. (Double-insulated tools have two insulation barriers and no exposed metal parts.) You need to recognize that defective insulation is a hazard.

Improper Grounding Hazards

When an electrical system is not grounded properly, a hazard exists. The most common OSHA electrical violation is improper grounding of equipment and circuitry. The metal parts of an electrical wiring system that we touch (switch plates, ceiling light fixtures, conduit, etc.) should be grounded and at 0 volts. If the system is not grounded properly, these parts may become energized. Metal parts of motors, appliances, or electronics that are plugged into improperly grounded circuits may be energized. When a circuit is not grounded properly, a hazard exists because unwanted voltage cannot be safely eliminated. If there is no safe path to ground for fault currents, exposed metal parts in damaged appliances can become energized.

Extension cords may not provide a continuous path to ground because of a broken ground wire or plug. If you come in contact with a defective electrical device that is not grounded (or grounded improperly), you will be shocked. You need to recognize that an improperly grounded electrical system is a hazard.

Electrical systems are often grounded to metal water pipes that serve as a continuous path to ground. If plumbing is used as a path to ground for fault current, all pipes must be made of conductive material (a type of metal). Many electrocutions and fires occur because (during renovation or repair) parts of metal plumbing are replaced with plastic pipe, which does not conduct electricity. In these cases, the path to ground is interrupted by nonconductive material.

A ground fault circuit interrupter, or GFCI, is an inexpensive lifesaver. GFCI's detect any difference in current between the two circuit wires (the black wires and white wires). This difference in current could happen when electrical equipment is not working correctly, causing leakage current. If leakage current (a ground fault) is detected in a GFCI-protected circuit, the GFCI switches off the current in the circuit, protecting you from a dangerous shock. GFCI's are set at about 5 mA and are designed to protect workers from electrocution. GFCI's are able to detect the loss of current resulting from leakage through a person who is beginning to be shocked.

If this situation occurs, the GFCI switches off the current in the circuit. GFCI's are different from circuit breakers because they detect leakage currents rather than overloads. Circuits with missing, damaged, or improperly wired GFCI's may allow you to be shocked. You need to recognize that a circuit improperly protected by a GFCI is a hazard.

Overload Hazards

Overloads in an electrical system are hazardous because they can produce heat or arcing. Wires and other components in an electrical system or circuit have a maximum amount of current they can carry safely. If too many devices are plugged into a circuit, the electrical current will heat the wires to a very high temperature. If any one tool uses too much current, the wires will heat up. The temperature of the wires can be high enough to cause a fire. If their insulation melts, arcing may occur. Arcing can cause a fire in the area where the overload exists, even inside a wall.

In order to prevent too much current in a circuit, a circuit breaker or fuse is placed in the circuit. If there is too much current in the circuit, the breaker "trips" and opens like a switch. If an overloaded circuit is equipped with a fuse, an internal part of the fuse melts, opening the circuit. Both breakers and fuses do the same thing: open the circuit to shut off the electrical current.

If the breakers or fuses are too big for the wires they are supposed to protect, an overload in the circuit will not be detected and the current will not be shut off. Overloading leads to overheating of circuit components (including wires) and may cause a fire. You need to recognize that a circuit with improper overcurrent protection devices—or one with no overcurrent protection devices at all—is a hazard.

Overcurrent protection devices are built into the wiring of some electric motors, tools, and electronic devices. For example, if a tool draws too much current or if it overheats, the current will be shut off from within the device itself. Damaged tools can overheat and cause a fire. You need to recognize that a damaged tool is a hazard.

Wet Conditions Hazards

Working in wet conditions is hazardous because you may become an easy path for electrical current. If you touch a live wire or other electrical component—and you are well-grounded because you are standing in even a small puddle of water—you will receive a shock.

Damaged insulation, equipment, or tools can expose you to live electrical parts. A damaged tool may not be grounded properly, so the housing of the tool may be energized, causing you to receive a shock. Improperly grounded metal switch plates and ceiling lights are especially hazardous in wet conditions. If you touch a live electrical component with an uninsulated hand tool, you are more likely to receive a shock when standing in water.

But remember: you don't have to be standing in water to be electrocuted. Wet clothing, high humidity, and perspiration also increase your chances of being electrocuted. You need to recognize that all wet conditions are hazards.

Additional Hazards

In addition to electrical hazards, other types of hazards are present at job sites. Remember that all of these hazards can be controlled.

- There may be chemical hazards. Solvents and other substances may be poisonous or cause disease.
- Frequent overhead work can cause tendonitis (inflammation) in your shoulders.
- Intensive use of hand tools that involve force or twisting can cause tendonitis of the hands, wrists, or elbows. Use of hand tools can also cause carpal tunnel syndrome, which results when nerves in the wrist are damaged by swelling tendons or contracting muscles.
- Low back pain can result from lifting objects the wrong way or carrying heavy loads of wire or other material. Back pain can also occur as a result of injury from poor working surfaces such as wet or slippery floors. Back pain is common, but it can be disabling and can affect young individuals.
- Chips and particles flying from tools can injure your eyes. Wear eye protection.
- Falling objects can hit you. Wear a hard hat.
- Sharp tools and power equipment can cause cuts and other injuries. If you receive a shock, you may react and be hurt by a tool.
- You can be injured or killed by falling from a ladder or scaffolding. If you receive a shock—even a mild one—you may lose your balance and fall. Even without being shocked, you could fall from a ladder or scaffolding.
- You expose yourself to hazards when you do not wear PPE. All of these situations need to be recognized as hazards.

Evaluating Hazards

After you recognize a hazard, your next step is to evaluate your risk from the hazard. Obviously, exposed wires should be recognized as a hazard. If the exposed wires are 15 feet off the ground, your risk is low. However, if you are going to be working on a roof near those same wires, your risk is high. The risk of shock is greater if you will be carrying metal conduit that could touch the exposed wires. You must constantly evaluate your risk.

Combinations of hazards increase your risk. Improper grounding and a damaged tool greatly increase your risk. Wet conditions combined with other hazards also increase your risk. You will need to make decisions about the nature of hazards in order to evaluate your risk and do the right thing to remain safe.

There are “clues” that electrical hazards exist. For example, if a GFCI keeps tripping while you are using a power tool, there is a problem. Do not keep resetting the GFCI and continue to work. You must evaluate the “clue” and decide what action should be taken to control the hazard.

There are many other conditions that indicate a hazard:

- Tripped circuit breakers and blown fuses show that too much current is flowing in a circuit. This condition could be due to several factors, such as malfunctioning equipment or a short between conductors. You need to determine the cause in order to control the hazard.
- An electrical tool, appliance, wire, or connection that feels warm may indicate too much current in the circuit or equipment. You need to evaluate the situation and determine your risk.
- An extension cord that feels warm may indicate too much current for the wire size of the cord. You must decide when action needs to be taken.
- A cable, fuse box, or junction box that feels warm may indicate too much current in the circuits.
- A burning odor may indicate overheated insulation.
- Worn, frayed, or damaged insulation around any wire or other conductor is an electrical hazard because the conductors could be exposed. Contact with an exposed wire could cause a shock. Damaged insulation could cause a short, leading to arcing or a fire. Inspect all insulation for scrapes and breaks. You need to evaluate the seriousness of any damage you find and decide how to deal with the hazard.
- A GFCI that trips indicates there is current leakage from the circuit. First, you must decide the probable cause of the leakage by recognizing any contributing hazards. Then, you must decide what action needs to be taken.

Any of these conditions, or “clues,” tells you something important: there is a risk of fire and electrical shock. The equipment or tools involved must be avoided. You will frequently be caught in situations where you need to decide if these clues are present. A supervisor needs to be called if there are signs of overload and you are not sure of the degree of risk. Ask for help whenever you are not sure what to do. By asking for help, you will protect yourself and others.

Controlling Hazards: Maintaining a Safe Work Environment

In order to control hazards, you must first create a safe work environment, then work in a safe manner. Generally, it is best to remove the hazards altogether and create an environment that is truly safe. When OSHA regulations and the NEC are followed, safe work environments are created.

But, you never know when materials or equipment might fail. Prepare yourself for the unexpected by using safe work practices. Use as many safeguards as possible. If one fails, another may protect you from injury or death.

Create a Safe Work Environment

A safe work environment is created by controlling contact with electrical voltages and the currents they can cause. Electrical currents need to be controlled so they do not pass through the body. In addition to preventing shocks, a safe work environment reduces the chance of fires, burns, and falls.

You need to guard against contact with electrical voltages and control electrical currents in order to create a safe work environment.

Make your environment safer by doing the following:

- Treat all conductors—even “de-energized” ones—as if they are energized until they are locked out and tagged.
- Lock out and tag out circuits and machines.
- Prevent overloaded wiring by using the right size and type of wire.
- Prevent exposure to live electrical parts by isolating them.

- Prevent exposure to live wires and parts by using insulation.
- Prevent shocking currents from electrical systems and tools by grounding them.
- Prevent shocking currents by using GFCI's.
- Prevent too much current in circuits by using overcurrent protection devices.

Lock-Out and Tag-Out Circuits and Equipment

Create a safe work environment by locking out and tagging out circuits and machines. Before working on a circuit, you must turn off the power supply. Once the circuit has been shut off and de-energized, lock out the switchgear to the circuit so the power cannot be turned back on inadvertently. Then, tag out the circuit with an easy-to-see sign or label that lets everyone know that you are working on the circuit.

If you are working on or near machinery, you must lock out and tag out the machinery to prevent startup. Before you begin work, you must test the circuit to make sure it is de-energized.

Lock-Out/Tag-Out Checklist

Lock-out/tag-out is an essential safety procedure that protects workers from injury while working on or near electrical circuits and equipment. Lock-out involves applying a physical lock to the power source(s) of circuits and equipment after they have been shut off and de-energized. The source is then tagged out with an easy-to-read tag that alerts other workers in the area that a lock has been applied.

In addition to protecting workers from electrical hazards, lock-out/tag-out prevents contact with operating equipment parts: blades, gears, shafts, presses, etc.

Also, lock-out/tag-out prevents the unexpected release of hazardous gasses, fluids, or solid matter in areas where workers are present.

When performing lock-out/tag-out on circuits and equipment, you can use the checklist below.

- Identify all sources of electrical energy for the equipment or circuits in question.
- Disable backup energy sources such as generators and batteries.
- Identify all shut-offs for each energy source.
- Notify all personnel that equipment and circuitry must be shut off, locked out, and tagged out. (Simply turning a switch off is **NOT** enough.)
- Shut off energy sources and lock switchgear in the **OFF** position. Each worker should apply his or her individual lock. Do not give your key to anyone.
- Test equipment and circuitry to make sure they are de-energized. This must be done by a qualified person.*
- Deplete stored energy by bleeding, blocking, grounding, etc.
- Apply a tag to alert other workers that an energy source or piece of equipment has been locked out.
- Make sure everyone is safe and accounted for before equipment and circuits are unlocked and turned back on. Note that only a qualified person may determine when it is safe to re-energize circuits.

*OSHA defines a “qualified person” as someone who has received mandated training on the hazards and on the construction and operation of equipment involved in a task.

Control Inadequate Wiring Hazards

Electrical hazards result from using the wrong size or type of wire. You must control such hazards to create a safe work environment. You must choose the right size wire for the amount of current expected in a circuit. The wire must be able to handle the current safely. The wire’s insulation must be appropriate for the voltage and tough enough for the environment. Connections need to be reliable and protected.

MAXIMUM CURRENT DIFFERENT WIRE SIZES CAN SAFELY CONDUCT							
14 AWG	12 AWG (stranded)	12 AWG (solid)	10 AWG	8 AWG	6 AWG	2 AWG	1/0 AWG
20 amps	25 amps	25 amps	30 amps	40 amps	55 amps	95 amps	125 amps

Control Hazards of Fixed Wiring

The wiring methods and size of conductors used in a system depend on several factors:

- Intended use of the circuit system
- Building materials
- Size and distribution of electrical load
- Location of equipment
(such as underground burial)
- Environmental conditions
(such as dampness)
- Presence of corrosives
- Temperature extremes

Fixed, permanent wiring is better than extension cords, which can be misused and damaged more easily. NEC requirements for fixed wiring should always be followed. A variety of materials can be used in wiring applications, including nonmetallic sheathed cable (Romex®), armored cable, and metal and plastic conduit. The choice of wiring material depends on the wiring environment and the need to support and protect wires.

Aluminum wire and connections should be handled with special care. Connections made with aluminum wire can loosen due to heat expansion and oxidize if they are not made properly. Loose or oxidized connections can create heat or arcing. Special clamps and terminals are necessary to make proper connections using aluminum wire. Antioxidant paste can be applied to connections to prevent oxidation.

Control Hazards of Flexible Wiring with Proper Use

Electrical cords supplement fixed wiring by providing the flexibility required for maintenance, portability, isolation from vibration, and emergency and temporary power needs. Flexible wiring can be used for extension cords or power supply cords. Power supply cords can be removable or permanently attached to the appliance.

DO NOT use flexible wiring in situations where frequent inspection would be difficult, where damage would be likely, or where long-term electrical supply is needed. Flexible cords cannot be used as a substitute for the fixed wiring of a structure.

Flexible cords must not be . . .

- Run through holes in walls, ceilings, or floors.
- Run through doorways, windows, or similar openings (unless physically protected).
- Attached to building surfaces (except with a tension take-up device within 6 feet of the supply end).
- Hidden in walls, ceilings, or floors.
- Hidden in conduit or other raceways.

Use the Right Extension Cord

The size of wire in an extension cord must be compatible with the amount of current the cord will be expected to carry. The amount of current depends on the equipment plugged into the extension cord. Current ratings (how much current a device needs to operate) are often printed on the nameplate. If a power rating is given, it is necessary to divide the power rating in watts by the voltage to find the current rating. For example, a 1,000-watt heater plugged into a 120-volt circuit will need almost 10 amps of current. Let's look at another example: A 1-horsepower electric motor uses electrical energy at the rate of almost 750 watts, so it will need a minimum of about 7 amps of current on a 120-volt circuit. But, electric motors need additional current as they startup or if they stall, requiring up to 200% of the nameplate current rating. Therefore, the motor would need 14 amps.

Add to find the total current needed to operate all the appliances supplied by the cord. Choose a wire size that can handle the total current.

American Wire Gauge (AWG)	
Wire Size	Handles Up To
#10 AWG	30 amps
#12 AWG	25 amps
#14 AWG	18 amps
#16 AWG	13 amps
<i>Remember: The larger the gauge number, the smaller the wire!</i>	

The length of the extension cord also needs to be considered when selecting the wire size. Voltage drops over the length of a cord. If a cord is too long, the voltage drop can be enough to damage equipment. Many electric motors only operate safely in a narrow range of voltages and will not work properly at voltages different than the voltage listed on the nameplate. Even though light bulbs operate (somewhat dimmer) at lowered voltages, do not assume electric motors will work correctly at less-than-required voltages. Also, when electric motors start or operate under load, they require more current. The larger the size of the wire, the longer a cord can be without causing a voltage drop that could damage tools and equipment.

The grounding path for extension cords must be kept intact to keep you safe.

A typical extension cord grounding system has four components:

- 1) A third wire in the cord, called a ground wire.
- 2) A three-prong plug with a grounding prong on one end of the cord.
- 3) A three-wire, grounding-type receptacle at the other end of the cord.
- 4) A properly grounded outlet.

Control Hazards of Exposed Live Electrical Parts:

Isolate Energized Components

Electrical hazards exist when wires or other electrical parts are exposed. These hazards need to be controlled to create a safe work environment. Isolation of energized electrical parts makes them inaccessible unless tools and special effort are used. Isolation can be accomplished by placing the energized parts at least 8 feet high and out of reach, or by guarding. Guarding is a type of isolation that uses various structures—like cabinets, boxes, screens, barriers, covers, and partitions—to close-off live electrical parts.

Take the following precautions to prevent injuries from contact with live parts:

- Immediately report exposed live parts to a supervisor.
- Unless qualified, you should never attempt to correct the condition yourself without supervision.
- Provide guards or barriers if live parts cannot be enclosed completely.
- Use covers, screens, or partitions for guarding that require tools to remove them.
- Replace covers that have been removed from panels, motors, or fuse boxes.
- Even when live parts are elevated to the required height (8 feet), care should be taken when using objects (like metal rods or pipes) that can contact these parts.
- Close unused conduit openings in boxes so that foreign objects (pencils, metal chips, conductive debris, etc.) cannot get inside and damage the circuit.

Control Hazards of Exposure to Live Electrical Wires:

Use Proper Insulation

Insulation is made of material that does not conduct electricity (usually plastic, rubber, or fiber). Insulation covers wires and prevents conductors from coming in contact with each other or any other conductor. If conductors are allowed to make contact, a short circuit is created.

In a short circuit, current passes through the shorting material without passing through a load in the circuit, and the wire becomes overheated. Insulation keeps wires and other conductors from touching, which prevents electrical short circuits. Insulation prevents live wires from touching people and animals, thus protecting them from electrical shock. Insulation helps protect wires from physical damage and conditions in the environment. Insulation is used on almost all wires, except some ground wires and some high-voltage transmission lines. Insulation is used internally in tools, switches, plugs, and other electrical and electronic devices.

Special insulation is used on wires and cables that are used in harsh environments. Wires and cables that are buried in soil must have an outer covering of insulation that is flame-retardant and resistant to moisture, fungus, and corrosion.

In all situations, you must be careful not to damage insulation while installing it. Do not allow staples or other supports to damage the insulation. Bends in a cable must have an inside radius of at least 5 times the diameter of the cable so that insulation at a bend is not damaged. Extension cords come with insulation in a variety of types and colors. The insulation of extension cords is especially important.

Since extension cords often receive rough handling, the insulation can be damaged. Extension cords might be used in wet places, so adequate insulation is necessary to prevent shocks. Because extension cords are often used near combustible materials (such as wood shavings and sawdust) a short in an extension cord could easily cause arcing and a fire.

Insulation on individual wires is often color-coded. In general, insulated wires used as equipment grounding conductors are either continuous green or green with yellow stripes. The grounded conductors that complete a circuit are generally covered with continuous white or gray insulation. The ungrounded conductors, or "hot" wires, may be any color other than green, white, or gray. They are usually black or red.

Conductors and cables must be marked by the manufacturer to show the following:

- Maximum voltage capacity
- AWG size
- Insulation-type letter
- Manufacturer's name or trademark

Control Hazards of Shocking Currents: Ground Circuits and Equipment

When an electrical system is not grounded properly, a hazard exists. This is because the parts of an electrical wiring system that a person normally touches may be energized, or live, relative to ground. Parts like switch plates, wiring boxes, conduit, cabinets, and lights need to be at 0 volts relative to ground. If the system is grounded improperly, these parts may be energized. The metal housings of equipment plugged into an outlet need to be grounded through the plug.

Grounding is connecting an electrical system to the earth with a wire. Excess or stray current travels through this wire to a grounding device (commonly called a "ground") deep in the earth. Grounding prevents unwanted voltage on electrical components. Metal plumbing is often used as a ground. When plumbing is used as a grounding conductor, it must also be connected to a grounding device such as a conductive rod. (Rods used for grounding must be driven at least 8 feet into the earth.)

Sometimes an electrical system will receive a higher voltage than it is designed to handle. These high voltages may come from a lightning strike, line surge, or contact with a higher voltage line. Sometimes a defect occurs in a device that allows exposed metal parts to become energized. Grounding will help protect the person working on a system, the system itself, and others using tools or operating equipment connected to the system. The extra current produced by the excess voltage travels relatively safely to the earth.

Grounding creates a path for currents produced by unintended voltages on exposed parts. These currents follow the grounding path, rather than passing through the body of someone who touches the energized equipment. However, if a grounding rod takes a direct hit from a lightning strike and is buried in sandy soil, the rod should be examined to make sure it will still function properly. The heat from a lightning strike can cause the sand to turn into glass, which is an insulator. A grounding rod must be in contact with damp soil to be effective.

Leakage current occurs when an electrical current escapes from its intended path. Leakages are sometimes low-current faults that can occur in all electrical equipment because of dirt, wear, damage, or moisture. A good grounding system should be able to carry off this leakage current. A ground fault occurs when current passes through the housing of an electrical device to ground. Proper grounding protects against ground faults. Ground faults are usually caused by misuse of a tool or damage to its insulation. This damage allows a bare conductor to touch metal parts or the tool housing.

When you ground a tool or electrical system, you create a low-resistance path to the earth (known as a ground connection). When done properly, this path has sufficient current-carrying capacity to eliminate voltages that may cause a dangerous shock. Grounding does not guarantee that you will not be shocked, injured, or killed from defective equipment. However, it greatly reduces the possibility.

Equipment needs to be grounded under any of these circumstances:

- The equipment is within 8 feet vertically and 5 feet horizontally of the floor or walking surface.
- The equipment is located in a wet or damp area and is not isolated.
- The equipment is connected to a power supply by cord and plug and is not double-insulated.
- The equipment is within 8 feet vertically and 5 feet horizontally of grounded metal objects you could touch.

Use GFCI's

The use of GFCI's has lowered the number of electrocutions dramatically. A GFCI is a fast-acting switch that detects any difference in current between two circuit conductors. If either conductor comes in contact—either directly or through part of your body—with a ground (a situation known as a ground fault), the GFCI opens the circuit in a fraction of a second. If a current as small as 4 to 6 mA does not pass through both wires properly, but instead leaks to the ground, the GFCI is tripped. The current is shut off.

There is a more sensitive kind of GFCI called an isolation GFCI. If a circuit has an isolation GFCI, the ground fault current passes through an electronic sensing circuit in the GFCI. The electronic sensing circuit has enough resistance to limit current to as little as 2 mA, which is too low to cause a dangerous shock.

GFCI's are usually in the form of a duplex receptacle. They are also available in portable and plug-in designs and as circuit breakers that protect an entire branch circuit. GFCI's can operate on both two- and three-wire ground systems. For a GFCI to work properly, the neutral conductor (white wire) must:

- 1) Be continuous
- 2) Have low resistance
- 3) Have sufficient current-carrying capacity.

GFCI's help protect you from electrical shock by continuously monitoring the circuit. However, a GFCI does not protect a person from line-to-line hazards such as touching two "hot" wires (240 volts) at the same time or touching a "hot" and neutral wire at the same time. Also be aware that instantaneous currents can be high when a GFCI is tripped. A shock may still be felt. Your reaction to the shock could cause injury, perhaps from falling.

Test GFCI's regularly by pressing the "test" button. If the circuit does not turn off, the GFCI is faulty and must be replaced.

The NEC requires that GFCI's be used in these high-risk situations:

- Electricity is used near water.
- The user of electrical equipment is grounded (by touching grounded material).
- Circuits are providing power to portable tools or outdoor receptacles.
- Temporary wiring or extension cords are used.

Specifically, GFCI's must be installed in bathrooms, garages, outdoor areas, crawl spaces, unfinished basements, kitchens, and near wet bars.

Bond Components to Assure Grounding Path

In order to assure a continuous, reliable electrical path to ground, a bonding jumper wire is used to make sure electrical parts are connected. Some physical connections, like metal conduit coming into a box, might not make a good electrical connection because of paint or possible corrosion. To make a good electrical connection, a bonding jumper needs to be installed.

A metal cold water pipe that is part of a path to ground may need bonding jumpers around plastic anti-vibration devices, plastic water meters, or sections of plastic pipe. A bonding jumper is made of conductive material and is tightly connected to metal pipes with screws or clamps to bypass the plastic and assure a continuous grounding path. Bonding jumpers are necessary because plastic does not conduct electricity and would interrupt the path to ground.

Additionally, interior metal plumbing must be bonded to the ground for electrical service equipment in order to keep all grounds at the same potential (0 volts). Even metal air ducts should be bonded to electrical service equipment.

Control Overload Current Hazards

When a current exceeds the current rating of equipment or wiring, a hazard exists. The wiring in the circuit, equipment, or tool cannot handle the current without heating up or even melting. Not only will the wiring or tool be damaged, but the high temperature of the conductor can also cause a fire. To prevent this from happening, an overcurrent protection device (circuit breaker or fuse) is used in a circuit. These devices open a circuit automatically if they detect current in excess of the current rating of equipment or wiring. This excess current can be caused by an overload, short circuit, or high-level ground fault.

Overcurrent protection devices are designed to protect equipment and structures from fire. They do not protect you from electrical shock! Overcurrent protection devices stop the flow of current in a circuit when the amperage is too high for the circuit. A circuit breaker or fuse will not stop the relatively small amount of current that can cause injury or death. Death can result from 20 mA (.020 amps) through the chest. A typical residential circuit breaker or fuse will not shut off the circuit until a current of more than 20 amps is reached!

But overcurrent protection devices are not allowed in areas where they could be exposed to physical damage or in hazardous environments. Overcurrent protection devices can heat up and occasionally arc or spark, which could cause a fire or an explosion in certain areas. Hazardous environments are places that contain flammable or explosive materials such as flammable gasses or vapors (Class I Hazardous Environments), finely pulverized flammable dusts (Class II Hazardous Environments), or fibers or metal filings that can catch fire easily (Class III Hazardous Environments). Hazardous environments may be found in aircraft hangars, gas stations, storage plants for flammable liquids, grain silos, and mills where cotton fibers may be suspended in the air. Special electrical systems are required in hazardous environments.

If an overcurrent protection device opens a circuit, there may be a problem along the circuit. (In the case of circuit breakers, frequent tripping may also indicate that the breaker is defective.) When a circuit breaker trips or a fuse blows, the cause must be found.

A circuit breaker is one kind of overcurrent protection device. It is a type of automatic switch located in a circuit. A circuit breaker trips when too much current passes through it. A circuit breaker should not be used regularly to turn power on or off in a circuit, unless the breaker is designed for this purpose and marked "SWD" (stands for "switching device").

A fuse is another type of overcurrent protection device. A fuse contains a metal conductor that has a relatively low melting point. When too much current passes through the metal in the fuse, it heats up within a fraction of a second and melts, opening the circuit. After an overload is found and corrected, a blown fuse must be replaced with a new one of appropriate amperage.

Controlling Hazards: Safe Work Practices

A safe work environment is not enough to control all electrical hazards. You must also work safely. Safe work practices help you control your risk of injury or death from workplace hazards. If you are working on electrical circuits or with electrical tools and equipment, you need to use safe work practices.

Before you begin a task, ask yourself:

- What could go wrong?
 - Do I have the knowledge, tools, and experience to do this work safely?
- All workers should be very familiar with the safety procedures for their jobs. You must know how to use specific controls that help keep you safe. You must also use good judgment and common sense.

Electrical Hazards

Control electrical hazards through safe work practices.

- Plan your work and plan for safety.
- Avoid wet working conditions and other dangers.
- Avoid overhead powerlines.
- Use proper wiring and connectors.
- Use and maintain tools properly.
- Wear correct PPE.

Plan Your Work and Plan for Safety

Take time to plan your work, by yourself and with others. Safety planning is an important part of any task. It takes effort to recognize, evaluate, and control hazards. If you are thinking about your work tasks or about what others think of you, it is hard to take the time to plan for safety. But, **YOU MUST PLAN.**

Planning with others is especially helpful. It allows you to coordinate your work and take advantage of what others know about identifying and controlling hazards.

The following is a list of some things to think about as you plan:

- Work with a "buddy"—**DO NOT** work alone. Both of you should be trained in CPR. Both of you must know what to do in an emergency.
- Know how to shut off and de-energize circuits—You must find where circuit breakers, fuses, and switches are located. Then, the circuits that you will be working on (even low-voltage circuits) **MUST BE TURNED OFF!** Test the circuits before beginning work to make sure they are completely de-energized.
- Plan to lock out and tag out circuits and equipment—Make certain all energy sources are locked out and tagged out before performing any work on an electrical circuit or electrical device.

Working on energized ("hot") circuits is one of the most dangerous things any worker could do. If someone turns on a circuit without warning, you can be shocked, burned, or electrocuted.

The unexpected starting of electrical equipment can cause severe injury or death.

Before **ANY** work is done on a circuit, shut off the circuit, lock out and tag out the circuit at the distribution panel, then test the circuit to make sure it is de-energized.

Before **ANY** equipment inspections or repairs—even on so-called low-voltage circuits—the current must be turned off at the switch box, and the switch must be padlocked in the OFF position. At the same time, the equipment must be securely tagged to warn everyone that work is being performed. Again, test circuits and equipment to ensure they are de-energized.

No two locks should be alike. Each key should fit only one lock, and only one key should be issued to each worker. If more than one worker is working on a circuit or repairing a piece of equipment, each worker should lock out the switch with his or her own lock and never permit anyone else to remove it. At all times, you must be certain that you are not exposing other workers to danger.

Workers who perform lock-out/tag-out must be trained and authorized to repair and maintain electrical equipment. A locked-out switch or feeder panel prevents others from turning on a circuit. The tag informs other workers of your action.

- ❑ Remove jewelry and metal objects—Remove jewelry and other metal objects or apparel from your body before beginning work. These things can cause burns if worn near high currents and can get caught as you work.
- ❑ Plan to avoid falls—Injuries can result from falling off scaffolding or ladders. Other workers may also be injured from equipment and debris falling from scaffolding and ladders.

Ladder Safety Facts

To prevent injury when climbing, follow these procedures:

- 1) Position the ladder at a safe angle to prevent slipping. The horizontal distance from the base of the ladder to the structure should be one-quarter the length of the ladder. If you do not have a way to make this measurement, follow the steps below to determine if the ladder is positioned at a safe angle.
 - ❑ Put your feet at the base of the ladder and extend your arms straight out.
 - ❑ If you can touch the closest part of the ladder without bending your arms, the ladder is probably at the correct angle.
 - ❑ If you have to bend your arms to touch the closest part of the ladder or if you cannot reach the ladder at all, the ladder is not positioned at a safe angle.
- 2) Make sure the base of the ladder has firm support and the ground or floor is level. Be very careful when placing a ladder on wet, icy, or otherwise slippery surfaces. Special blocking may be needed to prevent slipping in these cases.
- 3) Follow the manufacturer's recommendations for proper use.
- 4) Check the condition of the ladder before using it. Joints must be tight to prevent wobbling or leaning.
- 5) When using a stepladder, make sure it is level and fully open. Always lock the hinges. Do not stand on or above the top step.
- 6) When using scaffolding, use a ladder to access the tiers. Never climb the cross braces.
- 7) Do not use metal ladders. Instead, use ladders made of fiberglass. (Although wooden ladders are permitted, wood can soak up water and become conductive.)
- 8) Beware of overhead powerlines when you work with ladders and scaffolding.

Learn how to use ladders and scaffolding properly. Do not do any tasks that you are not trained to do or that you do not feel comfortable doing!

Avoid Wet Working Conditions and other Dangers

Remember that any hazard becomes much more dangerous in damp or wet conditions. To be on the safe side, assume there is dampness in any work location, even if you do not see water. Even sweat can create a damp condition!

- ❑ Do not work wet—Do not work on circuits or use electrical equipment in damp or wet areas. If necessary, clear the area of loose material or hanging objects. Cover wet floors with wooden planking that can be kept dry. Wear insulating rubber boots or shoes. Your hands must be dry when plugging and unplugging power cords and extension cords. Do not get cleaning solutions on energized equipment.
- ❑ Use a GFCI—Always use a GFCI when using portable tools and extension cords.

Avoid Overhead Powerlines

Be very careful not to contact overhead powerlines or other exposed wires. More than half of all electrocutions are caused by contact with overhead lines. When working in an elevated position near overhead lines, avoid locations where you (and any conductive object you hold) could contact an unguarded or uninsulated line. You should be at least 10 feet away from high-voltage transmission lines.

Vehicle operators should also pay attention to overhead wiring. Dump trucks, front-end loaders, and cranes can lift and make contact with overhead lines. If you contact equipment that is touching live wires, you will be shocked and may be killed. If you are in the vehicle, stay inside. Always be aware of what is going on around you.

Use Proper Wiring and Connectors

- ❑ Avoid overloads—Do not overload circuits.
- ❑ Test GFCI's—Test GFCI's monthly using the "test" button.
- ❑ Check switches and insulation—Tools and other equipment must operate properly. Make sure that switches and insulating parts are in good condition.
- ❑ Use three-prong plugs—Never use a three-prong grounding plug with the third prong broken-off. When using tools that require a third-wire ground, use only three-wire extension cords, with three-prong grounding plugs, and three-hole electrical outlets. Never remove the grounding prong from a plug! You could be shocked or expose someone else to a hazard. If you see a cord without a grounding prong in the plug, remove the cord from service immediately.
- ❑ Use extension cords properly—If an extension cord must be used, choose one with sufficient ampacity for the tool being used. An undersized cord can overheat and cause a drop in voltage and tool power. Check the tool manufacturer's recommendations for the required wire gauge and cord length. Make sure the insulation is intact. To reduce the risk of damage to a cord's insulation, use cords with insulation marked "S" (hard service) rather than cords marked "SJ" (junior hard service). Make sure the grounding prong is intact. In damp locations, make sure wires and connectors are waterproof and approved for such locations. Do not create a tripping hazard.
- ❑ Check power cords and extensions—Electrical cords should be inspected regularly using the following procedure:
 - Remove the cord from the electrical power source before inspecting.
 - Make sure the grounding prong is present in the plug.
 - Make sure the plug and receptacle are not damaged.
 - Wipe the cord clean with a diluted detergent and examine for cuts, breaks, abrasions, and defects in the insulation.
 - Coil or hang the cord for storage. Do not use any other methods. Coiling or hanging is the best way to avoid tight kinks, cuts, and scrapes that can damage insulation or conductors.

You should also test electrical cords regularly for ground continuity using a continuity tester as follows:

- 1) Connect one lead of the tester to the ground prong at one end of the cord.
 - 2) Connect the second lead to the ground wire hole at the other end of the cord.
 - 3) If the tester lights up or beeps (depending on design), the cord's ground wire is okay. If not, the cord is damaged and should not be used.
- ❑ Do not pull on cords—Always disconnect a cord by the plug.
 - ❑ Use correct connectors—Use electrical plugs and receptacles that are right for your current and voltage needs. Connectors are designed for specific currents and voltages so that only matching plugs and receptacles will fit together. This safeguard prevents a piece of equipment, a cord, and a power source with different voltage and current requirements from being plugged together. Standard configurations for plugs and receptacles have been established by the National Electric Manufacturers Association (NEMA).
 - ❑ Use locking connectors—Use locking-type attachment plugs, receptacles, and other connectors to prevent them from becoming unplugged.

Use and Maintain Tools Properly

Your tools are at the heart of your craft. Tools help you do your job with a high degree of quality. Tools can do something else, too. They can cause injury or even death! You must use the right tools for the job. Proper maintenance of tools and other equipment is very important. Inadequate maintenance can cause equipment to deteriorate, creating dangerous conditions.

- ❑ Inspect tools before using them—Check for cracked casings, dents, missing or broken parts, and contamination (oil, moisture, dirt, corrosion). Damaged tools must be removed from service and properly tagged. These tools should not be used until they are repaired and tested.
- ❑ Use the right tool correctly—Use tools correctly and for their intended purposes. Follow the safety instructions and operating procedures recommended by the manufacturer. When working on a circuit, use approved tools with insulated handles. However, **DO NOT USE THESE TOOLS TO WORK ON ENERGIZED CIRCUITS. ALWAYS SHUT OFF AND DE-ENERGIZE CIRCUITS BEFORE BEGINNING WORK ON THEM.**
- ❑ Protect your tools—Keep tools and cords away from heat, oil, and sharp objects. These hazards can damage insulation. If a tool or cord heats up, stop using it! Report the condition to a supervisor immediately. If equipment has been repaired, make sure that it has been tested and certified as safe before using it. Never carry a tool by the cord. Disconnect cords by pulling the plug—not the cord!
- ❑ Use double-insulated tools—Portable electrical tools are classified by the number of insulation barriers between the electrical conductors in the tool and the worker. The NEC permits the use of portable tools only if they have been approved by Underwriter's Laboratories (UL Listed). Equipment that has two insulation barriers and no exposed metal parts is called double-insulated.
- ❑ When used properly, double-insulated tools provide reliable shock protection without the need for a third ground wire. Power tools with metal housings or only one layer of effective insulation must have a third ground wire and three-prong plug.
- ❑ Use multiple safe practices—Remember: A circuit may not be wired correctly. Wires may contact other "hot" circuits. Someone else may do something to place you in danger. Take all possible precautions.

Wear Correct PPE

OSHA requires that you be provided with personal protective equipment. This equipment must meet OSHA requirements and be appropriate for the parts of the body that need protection and the work performed. There are many types of PPE: rubber gloves, insulating shoes and boots, face shields, safety glasses, hard hats, etc. Even if laws did not exist requiring the use of PPE, there would still be every reason to use this equipment. PPE helps keep you safe. It is the last line of defense between you and the hazard.

- ❑ Wear safety glasses—Wear safety glasses to avoid eye injury.
- ❑ Wear proper clothing—Wear clothing that is neither floppy nor too tight. Loose clothing will catch on corners and rough surfaces. Clothing that binds is uncomfortable and distracting.
- ❑ Contain and secure loose hair—Wear your hair in such a way that it does not interfere with your work or safety.
- ❑ Wear proper foot protection—Wear shoes or boots that have been approved for electrical work. (Tennis shoes will not protect you from electrical hazards.) If there are non-electrical hazards present (nails on the floor, heavy objects, etc.), use footwear that is approved to protect against these hazards as well.
- ❑ Wear a hard hat—Wear a hard hat to protect your head from bumps and falling objects. Hard hats must be worn with the bill forward to protect you properly.
- ❑ Wear hearing protectors—Wear hearing protectors in noisy areas to prevent hearing loss.
- ❑ Follow directions—Follow the manufacturer's directions for cleaning and maintaining PPE.
- ❑ Make an effort—Search out and use any and all equipment that will protect you from shocks and other injuries.

PPE is the last line of defense against workplace hazards. OSHA defines PPE as "equipment for the eyes, face, head, and extremities, protective clothing, respiratory devices, protective shields and barriers." Many OSHA regulations state that PPE must meet criteria set by the American National Standards Institute (ANSI).

Head Protection

OSHA requires that head protection (hard hats) be worn if there is a risk of head injury from electrical burns or falling/flying objects.

All Hard Hats are NOT the Same

You must wear the right hat for the job. All hard hats approved for electrical work made since 1997 are marked "Class E." Hard hats made before 1997 are marked "Class B." These markings will be on a label inside the helmet or stamped into the helmet itself. Newer hats may also be marked "Type 1" or "Type 2." Type 1 hard hats protect you from impacts on the top of your head. Type 2 hard hats protect you from impacts on the top and sides of your head.

Care and Use of Hard Hats

Always wear your hat with the bill forward. (Hats are tested in this position.) If you wear a hat differently, you may not be fully protected. The hat should fit snugly without being too tight. You should clean and inspect your hard hat regularly according to the manufacturer's instructions. Check the hat for cracks, dents, frayed straps, and dulling of the finish. These conditions can reduce protection. Use only mild soap and water for cleaning. Heavy-duty cleaners and other chemicals can damage the hat.

Do not "store" anything (gloves, wallet, etc.) in the top of your hard hat while you are wearing it. The space between the inside harness and the top of the hard hat must remain open to protect you. Do not put stickers on your hat (the glue can weaken the helmet) and keep it out of direct sunlight.

If you want to express your personality, hard hats come in many colors and can be imprinted with custom designs by the manufacturer. Some hats are available in a cowboy hat design or with sports logos.

Foot Protection

Workers must wear protective footwear when there is a risk of foot injury from sharp items or falling/rolling objects—or when electrical hazards are present. As with hard hats, always follow the manufacturer's instructions for cleaning and maintenance of footwear. Remember that cuts, holes, worn soles, and other damage can reduce protection.

Choose the Right Footwear

The footwear must be ANSI approved. ANSI approval codes are usually printed inside the tongue of the boot or shoe. Footwear will be marked "EH" if it is approved for electrical work. (The ANSI approval stamp alone does not necessarily mean the footwear offers protection from electrical hazards.) Note that footwear made of leather must be kept dry to protect you from electrical hazards, even if it is marked "EH."

Non-Electrical Hazards

All ANSI approved footwear has a protective toe and offers impact and compression protection. But the type and amount of protection is not always the same. Different footwear protects you in different ways. Check the product's labeling or consult the manufacturer to make sure the footwear will protect you from the hazards you face.

Insist All Employees Follow These Guidelines for Electrical Safety:

- Always use** appropriate personal protective equipment.
- Only use** hand tools, electric tools, extension cords, and other equipment that is in good repair.
- De-energizing electric power** circuits and/or equipment before working near, inspecting, or making repairs.

Exercise good judgment when working near energized lines (including underground and overhead lines). Comply with OSHA regulations and the National Electric Code, NFPA 70 (2005).

Company "Safe Electrical Work Practices" Checklist

- Are all employees required to report (as soon as practical) any obvious hazard to life or property observed in connection with electrical equipment or lines?
- Are employees instructed to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting work on electrical equipment or lines?
- When electrical equipment or lines are to be serviced, maintained, or adjusted, are necessary switches opened, locked out, and tagged?
- Are portable hand-held electrical tools and equipment grounded or are they of the double-insulated type?
- Do extension cords have a grounding conductor? Are multiple plug adaptors prohibited?
- Are ground-fault circuit interrupters installed on each temporary 15, 20, or 30 ampere, 125-volt AC circuit at locations where construction, demolition, modifications, alterations, or excavations are being performed? **OR...**
- Do you have an assured equipment-grounding conductor program in place?
- Are all temporary circuits protected by suitable disconnecting switches or plug connectors at the junction with permanent wiring?
- Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?
- Are flexible cords and cables free of splices or taps?
- Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, equipment, and is the cord jacket securely held in place?
- Are all cords, cable, and raceway connections intact and secure?

- In wet or damp locations, are electrical tools and equipment appropriate for the use or locations (or otherwise protected)?
- Are electrical power lines and cables located (overhead, underground, underfloor, other side of walls) before digging, drilling, or similar work begins?
- Is the use of metal measuring tapes, ropes, hand lines, or similar devices with metallic thread woven into the fabric prohibited where these could come into contact with energized parts of equipment or circuit conductors?
- Is the use of metal ladders prohibited in areas where the ladder or the person using the ladder could come into contact with energized parts of equipment, fixtures, or circuit conductors?
- Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?
- Are disconnecting means always opened before fuses are replaced?
- Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures?
- Is sufficient access and working space provided and maintained around all electrical equipment to permit ready and safe operations and maintenance?
- Are all unused openings (including conduit knockouts) of electrical enclosures and fittings closed with appropriate covers, plugs, or plates?
- Are electrical enclosures such as switches, receptacles, and junction boxes provided with tight-fitting covers or plates?
- Are employees prohibited from working alone on energized lines or equipment over 600 volts?
- Are employees forbidden (unless properly qualified/certified) from working closer than 10 feet from high-voltage (over 750 volts) lines?
- Have all underground utilities been located prior to any excavation work?
- Is all digging within four feet of power lines done by hand?
- Are power lines de-energized? Has the utility company been consulted before digging?
- Has the power company been notified if work is to be done in the vicinity of overhead lines?
- Are live parts of electrical circuits de-energized before an employee works on or near them?
- Are all exposed energized parts in the temporary power supply protected from possible contact?
- Are all power-supply circuit disconnects marked according to their functions?
- Is splicing only allowed on extension cords if they are larger than size 12 and the splicing retains insulation protection equal to the original extension cord?
- Are all plug connections used with the voltage for which they were designed?
- Do you always ensure that flexible cords are not immersed in water or exposed to damage from vehicles?
- Are all junction boxes used in a wet environment waterproof?
- Are you using a ground fault circuit interrupter or have you established an assured equipment grounding program?

