

Corporate Policy and Procedure



POLICY	Workplace Electrical Safety Policy
CATEGORY	Corporate
AUTHORITY	All employees
RELATED POLICIES	Energized Electrical Work Fire Safety Measures Policy Lockout Program Workplace Inspections Policy
APPROVED BY	Executive Team
EFFECTIVE DATE	June 1, 2017
REVIEW DATE	March 7, 2019

Policy Statement

Guided by our corporate values, the City of Guelph is committed to ensuring all appropriate steps are taken to safely manage the use of workplace electrical equipment.

Purpose

Establish electrical safety requirements in the working environment, so as to prevent electrical injuries and protect property.

Scope

Applies to all workers performing work for, or on behalf of, the City of Guelph.

Background

Electricity is a serious work place hazard, capable of causing both employee injury (shocks, electrocution, fires and explosions) as well as serious property damage. Ensuring there is a process in place for the use of new and existing electrical equipment will reduce the risk associated with such hazards.

Definitions

Building Maintenance

Department responsible for maintaining the building where the worker works. For many buildings this will be Corporate Building Maintenance (CBM), but other buildings may have their own maintenance team.

Ground Fault Circuit Interrupter (GFCI)

A device that functions to interrupt a circuit or portion of a circuit, within a predetermined time, when a current to ground exceeds some predetermined value that is less than that required to operate the overcurrent protective device of the supply circuit

Supervisor

A person who has charge of a workplace or authority over a worker.

Worker

Means any of the following, but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program:

1. A person who performs work or supplies services for monetary compensation.
2. A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
3. A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, private career college or other post-secondary institution.
4. Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation;

Workplace

Any land, premises, location or thing at, upon, in or near which a worker works

Responsibilities

Executive Team

- Ensure that service area leaders are aware of the content of this policy, and support the successful implementation of the requirements as laid down.

Building Maintenance

- Ensure all electrical equipment complies with current codes and regulations.
- Conduct safety inspections of electrical equipment.
- Ensure regulatory requirements are enforced.
- In conjunction with Health & Safety, assess risk related to electrical equipment installations.
- Assist managers with removal and disposal of damaged equipment.

Health and Safety

- Coordinate with Building Maintenance to review major electrical installations and modifications of existing installations in the workplace to ensure safety and compliance with applicable codes.

- Assist Building Maintenance, where required, with electrical safety inspections.

Joint Health & Safety Committee (JHSC)

- Complete workplace inspections, ensuring improper equipment or equipment that is damaged is identified.

Supervisors/Managers

- Communicate to all employees the contents of this policy and ensure it is appropriately enforced.
- Ensure all electrical equipment ordered is regulatory compliant and meets applicable standards or arrange with Corporate Health & Safety and Building Maintenance for an electrical safety inspection.
- Ensure all requests for additional electrical equipment are properly reviewed, and if necessary contact Building Maintenance to initiate a risk assessment of the installation or equipment request.

Workers

- Comply with this procedure by not bringing into the workplace any unauthorized electrical equipment.
- Ensure all requests for additional equipment are made to their immediate supervisor/manager, and await approval before bringing in such equipment.
- Remove unauthorized electrical equipment when requested to do so.

Procedure

1. Only work related electrical equipment is permitted at a work station or cubicle.
2. Additional equipment or items that draw significant amounts of power, such as space heaters, hot plates, microwaves, etc. should not be used unless a situation arises that necessitates usage of such items, and only with the appropriate approvals as required by Item 3 (below).
3. Additional requirements for electrical equipment must be approved by the worker's manager and assessed for risk by the building Facility Manager and Corporate Health & Safety.
4. No additional electrical equipment shall be installed or used by any employee without prior approval from the Manager.
5. Where approval has been given for additional equipment identified in Item 2, such equipment must be plugged directly into a wall outlet, and not a power bar or extension cord, and must be unplugged when not in use.
6. All electrical equipment, whether existing or new installations, must comply with all applicable electrical codes and standards as referenced in Related Documents.
7. All electrical equipment must meet standards set by Canadian Standards Association (CSA), Underwriters Laboratories of Canada (ULC) or equivalent organizations such as American National Standards Institute (ANSI).
8. For new installations of electrical equipment, where there is a requirement for post-installation inspection by a regulatory body, such as the Electrical Safety

Authority (ESA), this must be performed before the equipment is used. A permit number from ESA must be kept on file for the equipment.

9. Installations of electrical equipment may only be carried out by a qualified person holding a valid electrical trades certification.
10. Grounding conductors must never be removed from plugs in order to make them fit an outlet.
11. Ground Fault Circuit Interrupters (GFCIs) must be installed where there is a requirement for such installations, particularly where water and electricity may come into contact.
12. Any electrical equipment used in an outdoor environment must be GFCI protected.
13. Damaged, frayed, or pinched flexible cords, power bars and wiring are prohibited from use, and must be taken out of service immediately and reported to the immediate supervisor.
14. Flexible extension cords must not be used as a substitute for fixed wiring and must not be permanently secured to any structural member where they may cause a fire hazard.
15. Flexible extension cords must not be run through holes in walls, ceilings, floors, doorways, windows, or similar openings.
16. Flexible cord use is restricted to heavy-duty cords with grounding conductors.
17. Power bars must have an on/off switch, indicator light, over-current protection, and must meet current code requirements.
18. Power bars must not be plugged into other power bars (daisy chaining).
19. Only low voltage computer equipment can be plugged into a power bar, such as monitor or laptop. All other electrical equipment must be plugged into its own receptacle. Where this is impractical, only one appliance at any time can be plugged in.
20. Good housekeeping practices must be observed at all times with particular attention given to maintaining a minimum of one (1) metre clearance around switches and breaker panels. Spacing for any other energized electrical equipment must meet requirements of the Ontario Electrical Code.

Reference Documents

[Occupational Health & Safety Act, R.S.O. 1990, c. O.1](#)

O. Reg. 213/07: FIRE CODE

Canadian Electrical Code 2015, Part I

Ontario Electrical Safety Code 2015

Revision History

Document Owner	Issue / Revised Date	Reason For Changes
Health & Safety	June 1, 2017	Initial draft
Health & Safety	March 7, 2019	Added Lines 9 & 12 under <i>Procedure</i>

