

This Guidance Card can assist you in improving electrical safety during your safety walkarounds. It is provided only as an example, for you to adapt to your own organization's needs.



GUIDANCE CARD

LA-UR-05-6362

Number: OSH.05a	Functional Area: Occupational Safety and Health
Rev: 3 (05/05)	Topic: General Electrical Safety (Office)

References: LIR 402-600-01.3, Electrical Safety, Revised March 11, 2004
LIG 402-600-01.2, Electrical Safety Implementation Guide, June 5, 2003
29 CFR 1910 Subpart S

Performance Expectations

1. Cord-connected equipment is listed and labeled.
 - Connections are secure, not cracked, have insulation intact, and have appropriate ground prongs.
 - Cords are not spliced and terminations are in good condition and secure.
 - Equipment is being used for its intended purpose.
2. Workers use extension cords and temporary power taps (TPTs also known as Fat Pheobes) are used according to manufacture's instructions.
 - Extension cords are used only for a short term (e.g., for portable or hand-held equipment like drills).
 - Surge protected TPTs are used only to provide power for computer workstations (e.g., computer, monitor, printer, modem).
 - TPTs are plugged directly into the wall and not other TPTs or extension cords.
 - Cords are routed so they are not subject to physical damage.
 - Flexible cords are connected with enough slack to prevent tension on terminals.
 - Cords and TPTs are completely plugged into electrical receptacles.
 - Microwaves plugged into TPTs.
3. Workers report all electrical accidents (e.g., electrical shocks, burns) to their supervisor and transported to HSR-2 immediately.
4. Workers have their electrical/electronic equipment in areas and positions where the equipment is adequately ventilated.
 - There are no obstructions limiting air circulation near equipment ventilation openings.
 - Cooling fans, if part of the equipment, work properly.
 - Ventilation openings are not exposed to moisture (e.g., water source).
5. Workers shall not use office space as a cold laboratory.
 - Office space is only to be used for office space
6. Office Uninterruptible Power Supplies (UPS) are working properly.
 - UPSs do not display a failure lamp
 - Report UPS failures to Group or Division ESOs.

Procedure:

- Review guidance card.
- Observe office operations where electrical/electronic equipment is used.
- Interview workers and supervisors about electrical safety issues.
- Record observations based on comparison to guidance
- Document the results within 3 days.

Questions: For workers

1. Do you have enough receptacles to power your equipment?
2. Do you use TPTs/Fat Phobes? Where? Why?
3. Are all cords routed so they are not pinched or across walking areas? Are any of your cords damaged?
4. Does the power ever turn off due to the circuit breaker tripping? How is the power returned to normal operation?
5. Have you ever seen sparks or smoke come from your equipment? What did you do?
6. Have you been shocked by electricity during the performance of your daily work activities? What did you do and to whom did you notify about the problem?
7. Do you feel the training you have received is adequate for the work you do? Have you had any type of electrical safety training? If so, when?
8. Are your computer systems surge protected?
9. Do you have process equipment running in your office space?
10. Do you have an office UPS? Is the UPS functioning normally?

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