

 <b>DALHOUSIE UNIVERSITY</b> <i>Inspiring Minds</i> <b>Safe Work Instructions for Opening Electrical Switch Gear And Panels Under 600V for Testing or Alterations</b>	<b>Policy Sponsor:</b> Assistant Vice President Facilities Management	<b>Approval Date:</b> December 2015
	<b>Responsible Unit:</b> Trade Services	<b>Revisions:</b> January 2018

<b>Known Hazards</b> Electrical shock, burns, fire
<b>Job Specific Training Requirements</b> <ul style="list-style-type: none"> <li>• Certification as an electrician</li> <li>• Familiarization with equipment</li> <li>• Canadian Electrical Code</li> </ul>
<b>Applicable Regulations / Standards / Procedures / References</b> <ul style="list-style-type: none"> <li>• Canadian Electrical Code</li> <li>• Occupational Safety General Regulations</li> <li>•</li> </ul>
<b>Personal Protective Equipment Requirements</b> Safety Boots, Safety Goggles, Glasses and / or face shield, safety gloves,
<p style="text-align: center;"><b>Safe Job Procedures</b></p> <p>Job steps are listed in the order in which they must be completed. Key activities follow each step. Key steps and the associated activities must be followed in the order presented to achieve maximum efficiency in safety, production, quality and overall loss prevention.</p> <ul style="list-style-type: none"> <li>• Advice, in writing, any people that may be affected that you will be working on the panel.</li> <li>• All panels and switch gear are to be assumed “LIVE” prior to starting work.</li> <li>• Visually inspect panels and switches before opening.</li> <li>• If possible de-energize panels and switches before beginning work.</li> <li>• Panels and switches above 600 volts are not to be worked alone.</li> <li>• Ensure areas around panels and switch gear are clear of objects and debris before opening.</li> </ul>

- Stand to one side before de-energizing switch gear.
- If switch is to be opened “LIVE” stand to one side while disengaging by-pass handle.
- Visually inspect electrical terminals before any testing or handling.
- All testing equipment must be CSA approved and in good working condition.
- If any hot spots are noticed on “LIVE” switches the cover is to be closed and the switch is to be de-energized before proceeding.
- Verify that all terminals are tightened properly before closing panel or switches.

**Effective Date: April 2001**

**Revision Date: December 2016**

**Version: 2**