

# Electrical Shop Safe Work Procedure

# 5.13.1 Energized Work Permit

Original Approval Date: May, 2015

Date of Most Recent Review: February, 2020

Review Timeline: Three Years

**Technical Reviewer: Manager, Electrical Shop:**

Bruce McCurry

**Management Endorsement: Director, Maintenance & Energy Services:**

Steve Nyman

## Scope

Energized work involves any adjustments, alterations, modifications, extensions or additions to energized electrical equipment. For energized testing and troubleshooting see 5.1.4.

## Procedure

Energized work shall not be performed unless it can be demonstrated through a comprehensive risk assessment that de-energizing the electrical would pose an increased safety risk to personal or the public, or it is infeasible to perform the work de-energized. Infeasibility means that it is not physically possible to de-energize.

Increased costs or inconvenience to maintenance staff, the public or other persons at the University of Guelph does not constitute reasonable grounds for performing energized work.

Once it has been determined that energized work must be performed the Energized Work Permit (Appendix A) must be completed.

## Relevant Legislation

Occupational Health and Safety Act, 1990.

2018 Ontario Electrical Safety Code

## Related Policies, Procedures and Documents

CSA Z462-18

5.1.4 Energized Testing and Troubleshooting

Revision History

| Revision No. | Revision Date (M,Y) | Summary of Change |
| --- | --- | --- |
| 00 | February 2020 | N/A |
| 01 | N/A |  |

Revision Date: February, 2020 Attachment to: 5.13.1 Energized Work Permit

Page 1 of 2

**Appendix A  
University of Guelph Energized Work Permit**

|  |  |
| --- | --- |
| **Part 1 – To be completed by the requestor** | |
| Work Order # |  |
| Job and circuit description |  |
| Work description |  |
| Justification why the equipment can’t be de-energized |  |
| Requester Name |  |
| Requester Title |  |
| Date |  |

|  |  |  |
| --- | --- | --- |
| **Part 2 – To be completed by the electrically competent worker performing the work** | | |
| Detailed description of job procedures |  | |
| Safe work practices to be used |  | |
| Limited Approach Boundary |  | |
| Restricted Approach Boundary |  | |
| Incident Energy |  | |
| Arc Flash Boundary |  | |
| PPE Category Required |  | |
| Barriers and barricade requirements |  | |
| Job planning form completed |  | |
| Can the work be done safely (circle one) | YES | NO |
| Competent Worker Name |  | |
| Competent Worker Title |  | |
| Date |  | |

Revision Date: February, 2020 Attachment to: 5.13.1 Energized Work Permit

Page 2 of 2

**Appendix A  
University of Guelph Energized Work Permit**

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| --- | --- |
| **Part 3 – Facility and management approvals – By signing you agree that the electrical task outlined in Part 1 and Part 2 can only per performed in an energized state and that the risks to the workers involved have been reduced to the lowest practicable level and that this outlined procedure will adequately protect the worker(s) from shock and burn.** | |
| **Name (Printed)** | **Signature** |
| Health and Safety Manager |  |
| Electrical Maintenance Manager |  |
| Director Maintenance and Energy Services |  |
| Facilities Electrical Engineer |  |
| Contractor Supervisor (if applicable) |  |
| Other person(s) responsible for the worker |  |
| Other person(s) responsible for the worker |  |
| Other person(s) responsible for the worker |  |