



### 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

#### 1. Scope

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

#### 2. 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.

#### 3. Relevant Legislation

Occupational Health and Safety Act, 1990.  
2018 Ontario Electrical Safety Code

#### 4. 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	

## Appendix A

**University of Guelph Energized Work Permit**

<b>Part 1 – To be completed by the requestor</b>	
Work Order #	
Job and circuit description	
Work description	
Justification why the equipment can't be de-energized	
Requester Name	
Requester Title	
Date	

<b>Part 2 – To be completed by the electrically competent worker performing the work</b>		
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		

## Appendix A

**University of Guelph Energized Work Permit**

<b>Part 3 – Facility and management approvals – By signing you agree that the electrical task outlined in Part 1 and Part 2 can only be 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.</b>	
<b>Name (Printed)</b>	<b>Signature</b>
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	