

ELECTRICAL SAFETY & LOTO AWARENESS PROGRAM

Sep 2022

PURPOSE

The purpose of this awareness program is to provide a safe working environment for all employees, contractors, and visitors to the DLA-SM Depot facilities. DLA-SM employees are not authorized to perform any electrical maintenance at any of the Depot facilities.

All electrical work at the DLA-SM Depots must be completed by a contracted trained and qualified electrician. In the event that a DLA-SM employee notices an electrical hazard, such as a faulty outlet or light switch or a blown light, the Depot Manager, or the Depot ESOH Specialist should be immediately notified. The onsite facility maintenance contractor can resolve the issue in a timely manner.

Equipment energized by electricity, hydraulics, pneumatics, chemical, gravity, springs, pressure, temperature, momentum, or other energy sources can be dangerous to both personnel and property if not properly controlled. Exposure to electricity can cause bodily shock, burns, fatal electrocutions, fires, and explosions. Electrical safety is the responsibility of every DLA-SM employee.

RESPONSIBILITIES

Depot Managers

- Verify that DLA-SM Depot employees receive annual electrical safety and lockout/tag-out awareness training.

ESOH Specialists

- Survey work areas periodically to ensure that workspaces are clear of any electrical hazards.
- Ensure employees are annually trained in electrical safety and lockout/tag-out awareness training.

DLA-SM Employees

- Receive basic electrical safety and lockout/tag-out awareness training.
- Receive proper equipment-specific (i.e. forklifts and banding tool) training prior to working with equipment.
- Shall be familiar with safe electrical work practices and electrical hazards associated with their job and work environment.

ELECTRICAL SAFETY

- Ground fault circuit interrupter (GFCI) outlets or devices are used in bathrooms, kitchen areas, or any other area where water is present.
- Extension cords or power strips shall not be daisy-chained together.
- Extension cords shall not be used for extended periods of time in place of fixed wiring.
- Extension cords are not to be connected to power strips.
- Power strips/surge protectors are not connected together.
- Outlet strips shall not be overloaded.

CAUTION

- Breaker boxes, electrical panels, and emergency disconnects must be labeled and have unobstructed access with a cleared area of at least thirty-six (36) inches.
- Electrical cords are routed to be visible and do not contact oil, heat, water, sharp edges/objects, run through doors or windows, and shall not be hung by nails, staples, wires, etc.
- Electrical cords are not frayed, spliced, or otherwise damaged.
- All outlet covers, plug receptacles, knockouts, and switch plates are in place, secured, non-conductive, and undamaged.
- Electrical plugs/outlets shall not be altered (i.e. clipping the ground prong or painted over electrical outlet face plate).
- Circuit breakers and/or emergency disconnects shall not be used to turn lighting on/off unless they are specifically designed to do so by the manufacturer.
- All electrical devices are approved (UL) for use and allowed by local policy.
- Personal space heaters, if permitted through requirements of the DLA EEO reasonable accommodation program, are to be UL listed and equipped with tip-over shutoff.
- Ensure no flammable materials, such as cardboard boxes, are sitting near the portable warehouse heaters. Ensure the heater's cord is not covered, cracked, or damaged. And ensure the heater's cord is securely plugged into the outlet.
- Inspect all tools/equipment to ensure they are in proper condition/working order prior to beginning any electrical work. (i.e. check any equipment/tool for cracks/damage to electrical insulated coating, ensure all equipment is in proper working order, and electric cord is not frayed or damaged).
- Ensure all plugs are properly grounded, with approved three wire plugs unless they are "double insulated" (double insulated tools should be marked on the casing by the manufacturer).
- Keep cords out of the way of foot traffic so they don't become tripping hazards or become damaged by traffic. If they must be run across foot/equipment traffic areas proper protection shall be provided to protect the cord from damage (i.e. covers that encase the cord).
- Electrical devices are not to be plugged into an outlet within a damp or wet area.
- Flammable and combustible materials shall not be used or stored around live/exposed electrical sources.
- Overhead power lines carry a large amount of current and can be fatal to a human if these lines come in accidental contact with a long wooden stick, crane, or aerial lift bucket, for example.
- A minimum clearance of 10 feet must be maintained between energized overhead lines and all vehicles or mechanical equipment capable of having parts or its structure elevated, such as forklifts. DLA-SM Depot employees should consult the Depot Manager to determine the appropriate distance prior to operating equipment around overhead power lines.

Report any condition of potential electrical danger to the Depot Manager or ESOH Specialist immediately.

LOCKOUT / TAG-OUT (LOTO)

- To avoid harm/injury to persons or equipment/materials, Lockout/Tag-out (LOTO) procedures are utilized to prevent inadvertent use of equipment or systems that are damaged or undergoing maintenance. Therefore, LOTO will ensure that any potential

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energy/power source is turned off and locked and tagged to notify everyone that the source of power/energy needs to remain off or inactive.

- LOTO locks and tags are **RED** in color.
- The only person(s) permitted to remove a LOTO lock and tag is/are the authorized contractor(s) who placed them onto the equipment.
- All DLA-SM employees must avoid any contact with a circuit/system possessing a lockout lock and tag-out label.

TRAINING

- All DLA-SM Depot employees will initially become awareness trained in electrical safety and LOTO during the FY22 OSHA 10-Hour General Industry Safety Training course. Electrical Safety & LOTO Awareness training will be conducted for all DLA-SM employees annually thereafter.
- All employees shall be trained on the hazards that they may be exposed to and the safe electrical workplace practices used to control or minimize electrical exposure.
- Retraining will also be performed when policies or procedures change and/or new equipment or systems are introduced into the facility.

TRAINING RECORDS

All training records shall be maintained in the Learning Management System (LMS). The records will be maintained as long as the individual is an active DLA-SM employee.

REFERENCES

Occupational Safety & Health Administration (OSHA) 29 CFR 1910.300/Subpart S: Electrical

DLAI 6055.01 Safety and Occupational Health (SOH) Program, 2018

DLAM 6055.01-V1 Mishap and Near Miss Notification, Investigation, Reporting, and Record Keeping, 2020

DLAM 6055.01-V2 Safety and Occupational Health (SOH) Inspection and Hazard Management, 2020

DLAM 6055.01-V3 Safety and Occupational Health (SOH) Training and Awareness, 2020

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