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Title <i>ELECTRICAL SAFETY</i>	Effective Date 10/26/2017

Introduction

This policy applies to all UAA employees. The lockout and tagout portion of this policy applies to those employees and contractors whose tasks include work with hazardous energy. This policy will establish when the lockout or tagout of specific energy isolating devices is required. UAA employees at all UAA facilities should not perform tasks requiring extensive lockout/tagout procedures and should hire contractors for this work.

Authority and Responsibilities ("A&R")

Managers and supervisors are responsible for implementing this policy within their work areas and for answering employee questions about electrical hazards. Employees are responsible for understanding and following the requirements of this policy and for asking questions when direction is unclear. Employees are also responsible for only performing tasks which they were trained in and can perform safely.

A&R - Senior Leadership

UAA's Senior Leadership Team is ultimately responsible for providing a safe, healthful, and environmentally responsible workplace.

A&R - EHS

The EHS Department shall be responsible for the overall implementation and oversight of this policy and associated safety & health policies. This includes providing technical support regarding the recognition and evaluation of potential electrical hazards.

A&R - Managers/Supervisors

Department or Line Managers are responsible for the implementation of this policy including compliance with safety policies, safety communication, and health and safety awareness within their respective area. Responsibilities of the manager or supervisor include, but are not limited to:

- Providing the support and resources necessary to comply with this policy;
- Ensuring and documenting employees attend and complete any applicable electrical safety training;
- Ensuring that every employee working in their area of responsibility is trained on the specific electrical hazards associated with their work tasks and on the proper operation of the equipment they are using; and
- Placing defective or unsafe electrical equipment out of service.

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A&R - Employees Employees are responsible for the safety of their own actions and for monitoring the safety of operations around them. Employee responsibilities include, but are not limited to:

- Taking training seriously and paying attention;
- Understanding the risks and hazards surrounding electrical equipment;
- Following company policies surrounding electrical hazards in the workplace;
- Promptly reporting any accidents, unsafe conditions, or unsafe acts to their Supervisor or Manager;
- Using all required PPE properly;
- Performing only work in which they have been trained; and
- Knowing the location of safety and emergency equipment and how to operate it.

Electrical Safety and Lockout Tagout ("ESLT") - Definitions

- **Electrical Hazard** - Electrical energy with the potential to create a workplace injury.
- **Lockout/Tagout** - A safety procedure that ensures dangerous machines are shut off and unable to start up again prior to the completion of maintenance or servicing work.

ESLT - General Requirements

- Always use caution when working near electricity.
- Do not operate electrical equipment while standing in water.
- Do not repair electrical cords or equipment.
- Have a qualified electrician inspect electrical equipment that has gotten wet before energizing it.
- Inspect all electric cords and equipment to ensure that they are in good condition and free from defects.
- If working in damp locations, use a ground-fault circuit interrupter (GFCI).
- Do not block the entrance to electrical/mechanical rooms.
- Do not store merchandise or other items in the electrical/mechanical rooms.
- Do not use multiple power cords linked in series.

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- Flexible cords will not be fastened with staples or hung in a fashion that could cause damage to the outer jacket or insulation. Protect flexible cords and cables from damage.
- Portable equipment shall be handled and stored in a manner that will not cause damage.
- Notify supervisor to replace any light switches that flicker or that are hot to the touch.
- Make sure all equipment and extension cords bear the mark of an independent testing laboratory such as UL, CSA, ETL or MET Labs.
- Check cords for cut, broken, or cracked insulation. · Keep slack in flexible cords to prevent tension on electrical terminals.
- Do not use outlets or cords that have exposed wiring.

*ESLT - Lockout /
Tagout*

- Work requiring lockout tagout procedures shall be accomplished through the use of trained contractors. UAA will not ask employees to perform this type of work.
- In general, this work requires the following steps:
 - Determine all possible sources of electrical supply to the equipment. Check applicable up-to-date drawings, diagrams, and identification tags.
 - After properly interrupting the load current, open the disconnecting devices for each source.
 - Where possible, visually confirm that the blades of the disconnection devices are fully open or that the drawout-type circuit breakers are fully withdrawn.
 - Apply lockout/tagout devices in accordance with a fully documented and established program
 - Test the circuit to ensure that the device is de-energized.
 - Perform the work.
 - Remove lockout/tagout devices following the steps of the program and re-energize the system.

ESLT - Training

Employees will be trained to:

- Identify and understand the relationship between electrical hazards and possible injury;

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- Understand the risks specific to their work practices; and
- Understand safety-related work practices and procedural requirements to perform the work safely.

*ESLT -
Documentation*

The following documentation must be maintained by each store or warehousing facility:

- Training Records; and
- Lockout/Tagout Program (If applicable).

ESLT - Resources

For more information, please the following resources:

- AKOSH Regulation - 29 CFR 1910.331 through .335 - Electrical Safety-Related Work Practice.
- AKOSH Regulation - 29 CFR 1910.147 - The Control of Hazardous Energy (Lockout/Tagout).
- National Fire Protection Association - 70E: Standard for Electrical Safety in the Workplace, 2015.