

APPENDIX A High Voltage Switching Procedures & Acknowledgement

Purpose:

To establish a procedure for switching high voltage lines (> 600 volts) to alternate feeders.

SCOPE: Facilities Services Electrical Shop and electrical contractors work >600 volts..

PROCEDURES:

1. Notify Facilities Services of conditions requiring switching.
2. If working with a contractor, the contractor shall be in charge of the job, including compliance with California Occupational Health & Safety Laws. This fact shall be noted in the documentation of the scope of work meeting described herein. University employees shall follow the directions of the contractor provided the directions do not unduly jeopardize their safety and do not diminish the level of safety provided by this procedure.
3. Review the campus high voltage single-line drawings to determine how to completely isolate the circuit and possible backfeed conditions prior to switching building(s) to alternate feeders. If working with a contractor, the contractor shall be provided with all single-line drawings, and a copy of the University's Lockout Tagout program (<http://www.csula.edu/ehs>). The contractor shall review this information with campus personnel.
4. When working with outside contractors, the complete isolation of the circuit and/or equipment, the determination of possible backfeed conditions and review of the lockout tagout procedures shall be performed together as a team.
5. Prior to switching or working on high voltage, all parties involved shall participate in a safety meeting to identify all hazards and possible hazards; and to review the line diagrams, locking out and tagging out all sources of electrical power, required personnel protective equipment (see Article 130.7 NFPA 70E 4th edition), this procedure, and the work to be performed. This safety meeting shall be documented in writing, and shall include the printed names and signatures of all attendees.
6. At all times prior to switching, personnel working on equipment and personnel performing switching shall communicate their plan to each other. Each communication shall be confirmed.
7. At all times immediately prior to switching, an "ALL-CLEAR" command shall be made and confirmed by all parties. "ALL-CLEAR" means the all tools, mechanical constraints and electrical jumpers, shorts and grounds have been removed so that the circuits and equipment are in a condition to be safely energized.
8. All personnel planning to close switches and all personnel in close proximity shall put on the appropriate personnel protective equipment prior to closing the switch.
9. Following an "ALL-CLEAR" command and before continuing work, personnel shall re-verify that all circuits are de-energized, utilizing appropriate testing equipment.
10. Prior to working on any electrical equipment, the equipment will be locked-out and tagged-out de-energized, and tested to verify that it is de-energized. This will include all pre-identified and known potential sources.
11. At all times, personnel shall confirm power has been de-energized by using the appropriate meter. This shall be communicated and confirmed by all parties. Work shall not proceed unless all parties are sure that circuits and equipment have been isolated and all switches that could be closed to provide electricity have been locked-out.
12. All de-energized equipment to be worked on shall be grounded.
13. No one is to close any switch if they have any doubts or do not know what will energize.

MANAGEMENT RECORDS:

A copy of this procedure shall be kept in the procedures Manual maintained by Facilities Services Director.

ACKNOWLEDGMENT OF RECIEPT:

I hereby acknowledge receipt of these procedures, and that I have read and understand it.

Signature _____ Date _____

Name – please print _____

Facilities Services Work order number: _____

Name/Description of Project: _____

Electrical Contractor:

Name of Company _____ Date _____

Print Name _____ Signature _____

Facilities Services Management:

Print Name _____ Signature _____ Date _____

Print Name _____ Signature _____ Date _____

Print Name _____ Signature _____ Date _____

DISTRIBUTION OF SIGNED DOCUMENT:

- Original – Facilities Services
- Copy – Electrical Contractor
- Copy – EH&S