

Working on live electrical panel

Facility:	Written By:	Approved By:	Date Created:	Date of Last Revision

Hazards Present:	PPE or Devices Required:	Additional Training Required:
Burns	Steel toed boots	Training in the safe use of electrical tools
Wire cuts	Insulated tools	
Electrical shock		
Pedestrian traffic		

Safe Work Procedure:

1. Inspect the panel looking for any potential hazards
2. Determine the location of the service cables
3. Remove the electric panel cover and place it in a safe place
4. Inspect the interior of the panel locate all of the live portions of the panel
5. Insert the circuit breaker into the bus bar
6. Perform the work that is necessary and terminate the new circuits
7. When the work is finished ensure that all live wires are properly secured
8. Label the circuit in the panel directory
9. Re-install the panel door
10. Perform any required housekeeping

NOTE: Never leave the panel open, always close it up

NOTE: If you are pulling new circuits into a live panel push the steel tape from the panel with both hands on the tape to the intended location

NOTE: Try and work with one hand in the panel and the other behind your back

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:	
MB Workplace Safety & Health Act & Regulations:	This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years
	Reviewed By WSH Committee:
	Date: