

MINIMUM REQUIREMENT



WP/SEA MINIMUM REQUIREMENTS Installation of Switch Gear and MCC Sections



MEMORY JOGGERS

Ensure that the following conditions are met before proceeding. If not met, address on WP/SEA.

- Communicate the **“RIGHT TO STOP WORK AUTHORITY POLICY”** and is exercised by all crewmembers and other personnel that believe something or some condition has changed. The job is to be stopped and accessed before proceeding. The WP/SEA may need to be modified or a new WP/SEA maybe required before starting the work task again.
- Ensure Switch gear or MCC sections are properly lifted.
- If straps are used for lift make sure they are in good condition and rated for the lift.
- Pinch Points.
- Ensure Hot work permit is obtained if needed

MINIMUM REQUIREMENTS

- 1) Verify **All** conditions identified in the “Memory Joggers” section are met (or are not applicable); if **ANY** are not met, **STOP** and add the necessary step to the WP/SEA to ensure the safest method possible.
- 2) Flag off area with danger tape and install tags with company name, supervisor contact number, and list all hazards
- 3) Route extension cord in such a manner that will not cause tripping hazards, Install GFCI
- 4) Ensure fire extinguisher is on site
- 5) All eye bolts, shackles, slings are rated for lift and are in good condition.
- 6) Forklift or Crane operators are qualified to run machinery.
- 7) Keep hands from between MCC sections being set to avoid pinch points. Add tag lines to control load.
- 8) Always have a way to escape if load was to break loose.
- 9) Anchor and set MCC and ensure it is in its proper place.
- 10) Wear arc flash suit with high voltage gloves rated for job and proper test dates on protective equipment.
- 11) Test for proper voltage.
- 12) Use torque wrench and torque to manufacture specs when connecting bus work.
- 13) Visit Minimum Requirement for Installing Transformer
- 14) Ensure LOTO on incoming feeders to prevent electrical shocks.
- 15) Remove all barriers, trash and debris
- 16) Return tools to proper bins.

ENSURE MINIMUM REQUIREMENTS NUMBERS ARE RECORDED ON WP/SEA