

MINIMUM REQUIREMENT

101



WP/SEA MINIMUM REQUIREMENTS Working in Distribution Panel



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.
- Electrical Shocks.
- Incidental Shutdown of other devices.
- Burns or injury due to arc flash.
- Damage to equipment.
- Injury due to insects

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) Ensure fire extinguisher is on site
- 4) Only qualified personnel are to work in energized panels with proper PPE on, use LOTO where needed.
- 5) All terminations should be checked to verify voltage is present or non voltage
- 6) Visit Minimum Requirement for pulling Electric Cable
- 7) Visit Minimum Requirement for Installing Transformer
- 8) Keep work area clean to prevent slipping and falling into energized panel.
- 9) Make sure hot work permit is filled out on site before starting work.
- 10) Remove all barriers, trash and debris
- 11) Return tools to proper bins

ENSURE MINIMUM REQUIREMENTS NUMBERS ARE RECORDED ON WP/SEA