[Organization logo]

[Organization name]

Commented [9A1]: All fields in this document marked by square brackets [ ] must be filled in.

STANDARD OPERATING PROCEDURE FOR ELECTRICAL HAZARDS

Code:	
Version:	0.1
Created by:	
Approved by:	
Date of version:	
Signature:	

Commented [9A2]: Adapt to the existing practice in organization.

Distribution list

Commented [9A3]: This is only necessary if document is in paper form; otherwise, this table should be deleted.

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Change history

Date	Version	Created by	Description of change
	0.1	9001Academy	Basic document outline

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1. Purpose, scope and users

The purpose of this document is to define measures of protection from identified electrical hazards.

This document applies to all work activities in [organization name] where electrical hazards emerge.

Users of this document are all employees of [organization name] in work places with identified electrical hazards.

2. Reference documents

- ISO 45001:2018 standard, clause 8.1
- OH&S Manual
- OH&S Policy
- OH&S Objectives
- Procedure for Addressing Risks and Opportunities and OH&S Hazards
- Procedure for Operational Control
- Procedures for Preparedness and Emergency Response
- List of Legal and Other Requirements

3. Electrical hazards identification

The [Job title] responsible for risk assessment is obliged to identify electrical hazards in all work places where those types of hazards emerge.

Typical electrical hazards include, but are not limited to:

- [illegible]
- [illegible]
- [illegible]
- The hazards that arise from lightning and consequences of atmospheric discharge
- The hazard of harmful effects of electrostatic charges

4. Safety measures at work against hazards that occur using electrical energy

[illegible]

They are designed to protect the user from hazards that arise from electrical equipment.

Commented [9A4]: Person responsible for OH&SMS.

Commented [9A5]: Sources of these hazards can be:
[illegible]
work on the conduits and installations under voltage, which has not been previously unplugged.

Commented [9A6]: Indirect connection with parts under voltage
[illegible]

Commented [9A7]: This occurs in technological processes where there is a contact and separation of two dissimilar materials, electrostatic induction, the ionization, deformation, electrochemical effects. The biggest danger is the release of static charge in the danger zones of mixtures of flammable liquids, gases, dust and explosives with air.

Commented [9A8]: Compliance with the technical standards of IEC60364, or its equivalent, ensures that the installation meets the highest standard.

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When prescribing measures of protection, [job title] must:

Commented [9A9]: Person responsible for OH&S.

- [illegible]
- [illegible]

4.1. Assessment of the state of applied measures of protection

While assessing the level of applied measures of protection, [job title] must take into consideration present requirements and regulations regarding electrical installations and devices. In that sense, it is necessary to consider the condition of and to collect data about:

- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- identification of electrical circuits, fuses, switches, clamp terminals and other equipment;
- correctness of connecting wires and cables;
- [illegible]
- [illegible]

Commented [9A10]: Adapt to organization's needs.

4.2. Measures for risk reducing

These measures are directed at two aspects:

- [illegible]
- [illegible]

4.2.1. Structure and safe state of electrical systems, equipment and devices

[Job title] is responsible for ensuring that structure and safe condition of electrical systems, equipment and devices are achieved by:

- Design and construction in accordance with national legislation and conditions in which they are used (notice: only qualified persons can design electrical systems and equipment);
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- installations and equipment (examination frequency, as well as specificity related to the

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- [illegible]
- [illegible]

4.2.2. Measures relating to the behavior of employees during the use and maintenance of electrical systems and devices

Employees must use electrical devices, machines, and hand tools in accordance with the following rules:

- Begin work only if employees are well versed in work instructions (of the manufacturer);
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- In case of failure or possible failure of electrical equipment (unusual noise, arcing, smell), report the malfunction;
- When moving a machine, machine must be unplugged from the outlet (electrical panels);
- When replacing the lighting, turn off the power supply;
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]

Employees must report to [job title] if they notice the following:

- If the sockets and switches are defective, or missing elements and/or if there are signs of overload (overheating);
- [illegible]
- [illegible]
- [illegible]
- [illegible]

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4.3. Measures in case of an incident

- Separate the victim from the object under voltage (by power disconnection or by electrical insulating object).
- [illegible]
- [illegible]
- [illegible]

In case of an incident, [job title] performs incident investigation and records findings in the Incident Investigation report.

5. Managing records kept on the basis of this document

Record name	Code	Storage		Responsibility
		Retention time	Location	
Incident Investigation Report	PR.17.1	2 years	[office of Management Representative]	[job title]

Commented [9A11]: If the record is in electronic form, write the name of the folder on Management Representative's computer.

Only [job title] can grant other employees the right to access records.

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