

SLAC Energized Electrical Work Request and Approval Permit

Application

An approved SLAC Energized Electrical Work Request and Approval Permit (EEW) is required for all work at SLAC where the work includes assembly, disassembly, or re-arrangement of components while they are energized. Work below 50 volts, as well as testing, troubleshooting, and voltage measuring, are exempt from the required permit per National Fire Protection Association (NFPA) 70E 2004 Edition, Article 130.1(A)(3), provided that adequate work practices and personal protective equipment are used.

References

NFPA 70E, Article 130.1; *ES&H Manual*, Chapter 8, "Electrical Safety", Section 10.3

Instructions

- Prior to granting approval, those individuals whose signatures are required shall assure themselves that work on or near an energized electrical system is justified, that all possible mitigating safety measures are implemented, and that no safer alternatives than energized electrical work are reasonably possible.
- Complete sections 1 and 2 with verifications and attach supporting documents before seeking approving authority signatures. Leave no spaces blank. A Section 1 approval signature is required before a Section 2 approval signature is authorized. A Section 2 approval signature is required before a Section 3 approval signature is authorized. Keep a copy of this completed approved request posted at the job site while performing the work. A closeout signature in Section 4 is required within seven days after the completion of the work or the expiration of the approved period of work. Return all original documents to the SLAC Electrical Safety Officer (ESO).
- Approvals are granted only for the specific work planned, period, location, personnel, and conditions described. Any changes to the planned work once energized electrical work proceeds will immediately void any authority to continue work. It is essential that the energized electrical work be completely understood in advance and be thoroughly planned, with strict compliance to the authorized procedures and process.
- Failure to comply with the terms and conditions of the SLAC Energized Electrical Work Request and Approval Permit is grounds for disciplinary action including termination of employment.

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Section 1 (complete in full)

Request for energized electrical work across approach boundaries

Name of Person Making Request: _____ Phone: _____ Date: _____

Critical Energized Electrical Equipment Description: (be specific)

Compelling Need to Support a Request to Do Work on Energized Electrical Equipment:

Alternatives to Avoid Doing Work on Energized Electrical Equipment:

Department request – review and approval / disapproval

Approving Authority (Department Head)

Name (Print): _____

Approval/Disapproval: [] Yes, proceed [] No, do not proceed

Signature: _____ Date: _____ Time: _____

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Section 2 (complete in full)

Energized electrical work across approach boundaries

Circuit Location Building: _____ Panel or Equipment/Circuit: _____
Energized Components Exposed to Workers: _____
Nominal Circuit Potential (volts): _____ Frequency (hertz): _____ Short Circuit Current (amperes): _____
Boundary Access Intrusion Limit (in inches) for Flash: _____ Limited: _____ Restricted: _____ Prohibited: _____
Access intrusion limits described are from: Tables (NFPA 70E) or Calculations (attach)

Describe safe work procedures, hazard analysis, access control, and mitigating PPE in detail on an attached non-routine Job Hazard Analysis and Mitigation (JHAM) form.

Brief Work Description:

Start Work Date/Time: _____ End Work Date/Time: _____
Duration of Actual Boundary Intrusion (hours): _____ Number of Workers Crossing Boundary: _____

SLAC Department/Group Performing or Directing Energized Work: _____ Phone: _____
Subcontractor Performing Energized Work (if any): _____ Phone: _____
First Qualified Electrical Worker (in charge): _____ Phone: _____
Second Qualified Electrical Worker (backup): _____ Phone: _____
Safety Watch Qualified Worker: _____ Phone: _____
Names of Other Workers: _____

For the following three confirming verifications, project lead or supervisor normally signs. Verification may **not** be signed by the qualified workers listed above or by any person named in Request Section 1.

A Non-routine Job Hazard Analysis and Mitigation form is attached: YES NO
The JHAM has been reviewed in detail and discussed by the affected qualified workers and is adequate for the energized electrical work described:

Verified by Name (Print) _____ (Signature) _____ Date: _____

Current training reports for the qualified electrical workers listed are attached: YES NO
Qualified electrical worker training is current and adequate for the energized electrical work described:

Verified by Name (Print) _____ (Signature) _____ Date: _____

Current Personal Protective Equipment Electrical Test Reports are attached: YES NO
All required PPE is listed on the JHAM, is certified by test to be safe, is usable during the period of the work, is in the possession of the listed workers qualified to use it, and is adequate for the energized electrical work described:

Verified by Name (Print) _____ (Signature) _____ Date: _____

Electrical Safety Officer – review and approval / disapproval

Approving Authority (SLAC Electrical Safety Officer)
Name (Print): _____
Approval/Disapproval: Yes, proceed No, do not proceed
Signature: _____ Date: _____ Time: _____

Copy including supporting attachments to
1) ES&H, Construction Inspection, MS 84 2) Requesting Applicant Department/Division Safety Officer 3)
ES&H, MS 84, Attn: Electrical Safety Engineer 4) ESO, MS 20, Attn: Electrical Safety Officer

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Section 3 (complete in full)

Directorate – review and approval / disapproval

| | | |
|---|---|-------------|
| Approving Authority (Director or designate) | | |
| Name (Print): _____ | | |
| Approval/Disapproval: <input type="checkbox"/> Yes, proceed | <input type="checkbox"/> No, do not proceed | |
| Signature: _____ | Date: _____ | Time: _____ |

Section 4 (complete in full)

Close Out

| | | |
|--|-------------------|-------------|
| Following completion of energized electrical work, the SLAC Electrical Safety Officer has reviewed the actual process and procedures implemented to determine if improvements are indicated that would increase the safety of that work if it were attempted again, or similar work if it were done in the future. | | |
| Verified by Name (Print) _____ | (Signature) _____ | Date: _____ |
| Brief summary of review findings: (attach detailed summary as needed) | | |
| _____ | | |
| _____ | | |
| Brief summary of indicated improvements: (attach detailed summary as needed) | | |
| _____ | | |
| _____ | | |

Electrical Safety Officer – adequacy review approval / disapproval

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|--|---|--|
| Review Authority (SLAC Electrical Safety Officer) | | |
| Name (Print): _____ | | |
| Approval/Disapproval: <input type="checkbox"/> Yes, work safety was adequate | <input type="checkbox"/> No, work safety was not adequate | |
| Signature: _____ | Date: _____ | |