

Electrical Safety Guide	ESG-0001
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Title Electrical Safety Guide Instructions		Revision History: Rev 0 Date: 01-18-2006 Initial Issue Date: 01-18-2006
SLAC ID	SLAC-I-730-0A112-005-R000	
Location	SLAC site-wide	
Policy	ES&H Manual Chapter 8	
Applicability	Guidance for preparation of Electrical Safety Guides.	
Audience	Author(s) of the Electrical Safety Guide	
Issuing Authorization	Electrical Safety Officer: Perry Anthony Electrical Safety Committee Chair: Marjorie Widmeyer	
Summary: This guide provides instructions on writing an Electrical Safety Guide.		

1 Scope

This guide is to provide uniform instructions for the preparation of an Electrical Safety Guide (ESG).

2 Purpose

The ESG provides detailed safety information and instructions to implement policy as stated in ES&H Chapter 8. These documents contain guidance for the safe execution of the electrical safety program as defined in ES&H Chapter 8 and included in the Stanford University/DOE contract.

3 Discussion

The guides are prepared to provide uniform electrical safety information consistent with Work Smart Standards and ES&H Chapter 8 for adoption and implementation throughout the SLAC site by line management as appropriate.

The Electrical Safety Officer and the Electrical Safety Committee Chairperson may issue written guidance in the form of Electrical Safety Guides. With an emphasis on worker safety, more conservative approaches might be adopted by line management than those described in these guides. If line management wishes to implement less conservative alternative methods, then an informative and timely update to the ESO and ESC Chairperson by line management is required before implementation.

4 Procedure

4.1 Preparation

An ESG may be prepared by anyone. To become an approved document, the ESG shall be reviewed by the Electrical Safety Committee and approved by the Electrical Safety Officer. The Electrical Safety Officer or Electrical Safety Committee Chairperson may issue ESGs prior to review by the Electrical Safety Committee should circumstances warrant expedited release, subject to later review and modification by the Electrical Safety Committee.

4.2 Review Process

A traveler will be created for each draft guide. The traveler is a folder containing the draft guide and other pertinent information. The traveler will also document the review process as follows:

1. The ESC will assign a subgroup (typically one to three members) to review the document prior to the ESC ballot for approval.
2. An ESC ballot (e-mail or written) or an ESC “recommended for approval” vote by a simple majority will be necessary for ESG adoption. Whether recommended for approved, or not, all comments to a proposed ESG shall be reviewed and a feedback response given to the preparer.
3. The ESO will issue final approval following successful completion of the review process.

4.3 Revisions

Guides will be modified if warranted to reflect new and/or changing conditions in the workplace as well as actual experience resulting from the use of these guides. New guides will be reviewed within one year from the date of issue by the ESC.

Revisions to the ESG documents will follow the review process with the exception of minor changes such as typographical errors, or changes to referenced documents. Minor changes only require approval of the ESC chairperson or ESO.

4.4 Applicability & Compliance

Policy and applicability information is stated in the header of the guide. Guides shall clearly identify information that is mandatory and/or recommended. The information in the guides shall be compliant with current codes and safe acceptable practices at the time of issuance.

4.5 Format

The format for each ESG may vary depending on the subject matter. The formatting of this document is intended as an example only.

5 Documentation

5.1 ESG Numbers

The ESG numbers may be grouped by program. For example ESG 0000 to 1000 numbers are used for Index and Program Guides (see attachment). The Index, ESG-0000, will be maintained by the Electrical Safety Group, and does not require review by the ESC.

5.2 SLAC Document Number

Established SLAC document numbers for site-wide reference shall be used. Assigned document numbers on yet to be approved ESG's shall end with the word DRAFT or DRAFT shall be printed in the background on each page.

5.3 Availability

The Electrical Safety Officer shall maintain the ESG documents for use on the web.

Attachment:**ESG Index**

Number Block	Document Grouping
0000 - 0999	Index and Program Guides (Writers guide, training, etc)
1000 - 1999	General Requirements for Electrical Safety
2000 - 2999	Safe Work Practices
3000 - 3999	Electrical Equipment Inspection Program (EEIP)
4000 - 4999	On-Site Electrical Safety for Equipment Design and Installation
5000 +	Reserved

ESG Traveler Cover Sheet

Document Number	Title

Prepared by	Name	Date

Reviewed by	Name	Date

Approved by ESC

By e-mail or written Ballot: _____

By ESC Meeting Vote: _____

By ESC Chair: _____

Approved by ESO

By ESO: _____