

## Obtaining An Energized Work Permit



1. First determine whether or not an energized work permit is appropriate. The justification for not placing a piece of equipment in an electrically safe work condition must meet at least one of the following criteria:
  1. Leaving the equipment energized is inherent to the work e.g. testing.
  2. De-energizing would create a greater hazard. E.g. Utility workers cannot de-energize as it would result in widespread outage, or the equipment is being used to power lifesaving equipment in a hospital.
  3. For owner's convenience – The owner believes the shutdown would create a financial or practical hinderance.
    - In this instance the owner will need to sign the permit. This is the **ONLY** instance where the owner must sign the permit.

Which of the following best describes the reason the work needs to be done energized.

Select...

Search

Placing the equipment or circuit in an electrically safe work condition will create additional unacceptable hazards and this has been verified by me.

The circuit or equipment does not have a means to de-energize because it is a remotely controlled utility controlled by others.

The equipment owner believes it will be create a financial or practical hinderance and does not want the equipment to be de-energized.




*Example: Energized Work Permit – Part 1*

**NOTE: TESTING AN TROUBLESHOOTING PLANS** - An energized work permit is not required for testing and troubleshooting as long as all of the following requirements are met:

- ✓ The testing is for equipment/circuits less than 277 volts to ground.
- ✓ A Testing and Troubleshooting Plan has been generated.
- ✓ The testing and troubleshooting to be done is part of the standard operational and function testing on NEW construction.
- ✓ All employees have been trained on the plan.

- ✓ The plan has been conspicuously posted in each electrical room on the project.
  - ✓ TESTING AND TROUBLESHOOTING PLAN MUST BE GENERATED AND SUBMITTED PRIOR TO ENERGIZATION OF THE BUILDING.
  - ✓ **NOTE: A Testing and Troubleshooting Plan cannot be used for electrical service work!**
2. Before energized work may be performed, the Supervisor, Superintendent, Service Technician, or Qualified Person performing the work must fill out an Energized Work Permit using the iAuditor app.
  3. This can be found by opening the iAuditor app under the “Templates” section Safety: Energized Electrical Work Permit”.



4. Open the template and complete each of the sections:
  1. **Part I – General Job Description and justification for energized work:** To be completed by the requestor. Complete all fields, sign and proceed to the next section.
  2. **Part II – Detailed description of the energized work requested:** To be completed by the qualified person doing the work. The qualified person should break the job into steps using the SOP as a reference. Add each job step and complete all fields. Add drawings and/or photos if necessary.
    - **Back Out/Emergency Plan:** This is required to ensure that we are prepared in the event of an emergency or situation which requires that the work must be stopped mid-task. Click  **Emergency Plan** to add the emergency plan. Here you will describe the emergency plan and note the contact release equipment that may be needed.
    - Results of the shock risk assessment: Complete all fields. The NFPA  **Show Tables** Shock Protection Boundaries can be used by clicking  . Using the tables as a reference, complete the fields below. List the shock, personal, and other protective equipment that will be used.
    - Results of arc flash assessment: Once again, the NFPA 70E tables have been provided for reference. Using the tables provided as a reference, complete this section.
    - Power Source Information and Hazard Risk Category: Select the appropriate equipment from the list. If “other”, describe in the field

provided.

\* The work is to be performed on:

Panel Board	Switch-gear or MCC	junction box
Lighting or Appliance	Other Equipment	

- List the location of the electrical equipment. Be specific. In the appropriate field, note and describe the location of the feed equipment and the exact location of the disconnect. Ensure that the crew knows the location of and has seen the location of the disconnect.
- Protection Equipment: Select all the equipment that will be used from the drop-down list, describe how you will prevent unqualified persons from entering the barrier zone, classify the work, and answer the remaining questions in the section.
  - The final question in this section asks, “do you agree that the above described work can be done safely”. If you agree with this statement, select “yes”. If you do not, contact the Director of Education and Loss Prevention.

\* Do you agree that the above-described work can be done safely?

Yes	No	N/A
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3. Part III – Acknowledgements: Read each acknowledgement statement and complete the section. Make sure you understand each statement and agree before checking the box. If you do not agree with a statement, do NOT check the box. Do NOT check a box without reading the statement.

- Proceed to the next page.

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4. Part IV – Approvals to Perform the Work While Electrically Energized. You will see the following statement at the top of this page/section

Approvals. Once you are done writing the plan, close the audit and sync. Then send an email to your PM, your Department Director, The VP of Operations, and The Director of Education and Loss Prevention and request them to look at your plan in the database and review it for approval. If you need an immediate review and approval, email this completed form to the Director of E and LP and then call him at 303-550-5292 and let him know you need to expedite the process. He will take care of talking it over with the other approvals and get you to review and turn around quickly. PLEASE ATTEMPT TO GIVE SOME ADVANCE NOTICE SO THAT ADJUSTMENTS TO THE PLAN AND THE PROCUREMENT OF PPE CAN BE ACCOMPLISHED.

- Add each person participating in the work by selecting



5. Once Permit is completed, the requestor must email the permit to ALL of the following for approval:
  1. The Project Manager
  2. Vice President of Operations
  3. Director of Education and Loss Prevention

6. Permit must be approved by all 3 of these people before ANY energized work may be performed.

7. Once Energized Work Permit is received, management will review the permit, and the permit will either be approved, denied, or approved with additional conditions. If the permit is approved (with or without conditions), the Director of Loss Prevention issue "Hot Work Kits", and the work specifically listed on the permit may be performed.

***EXPEDITING A PERMIT: Should you need immediate review and approval of a permit, do BOTH of the following:***

- ***Complete and email the permit to the Director of Education and Loss Prevention. THEN:***
  - ***Call the Director of Education and Loss Prevention and request that the permit review be expedited.***
8. The "JHA: Energized Electrical Work Hazard Risk Assessment" must be completed and used in conjunction with the permit. The permit does not satisfy the requirement to complete this JHA.

**Only licensed Journeyman Electricians Who have completed [E Light Electric Services Energized Work Training](#) may perform energized electrical work.**

**E Light's Electrical Safety Program (ESP) and SHEP can be found at the [E Light Information](#) website.**

**4th year apprentices may perform energized electrical work ONLY IF they are directly supervised by one of the personnel listed above. "Directly Supervised" means attached at the hip. The journeyman must always be present where the energized work is being performed.**

**SHOULD YOU ENCOUNTER AN ISSUE THAT INTRODUCES A PROCESS, JOB STEP, OR HAZARD THAT IS NOT COVERED ON THE PERMIT, A NEW PERMIT MUST BE SUBMITTED AND FOLLOW THE APPROVAL PROCESS GO THROUGH THE APPROVAL PROCESS.**

**EACH PERMIT IS VALID DURING THE DATE(S) AND TIMES REQUESTED ON THE PERMIT.**