

<b>POLICY:</b>			<b>NUMBER:</b> WP-70
<b>ACCESS TO HIGH VOLTAGE ELECTRICAL ROOMS</b>			<b>Page 1 of 2</b>
<b>PREPARED BY:</b>  Facilities Management (FM)	<b>AUTHORIZED BY:</b>  Elizabeth Krische	<b>CLASSIFICATION:</b>  Work Procedure	<b>EFFECTIVE:</b> January 22, 2021
			<b>SUPERSEDES:</b> January 28, 2016

**PURPOSE:**

The purpose of this policy is to control and limit the access to High Voltage Electrical Rooms with electrical equipment of 750 volts or higher, to ensure worker safety, mitigate risks to critical infrastructure and security.

**RESPONSIBILITY:**

Compliance with this policy will be the responsibility of the appropriate Shop Managers/Project Managers/Coordinators, FM employees and contractors who are involved in accessing High Voltage Electrical Rooms or the administration of high voltage keys.

**AUTHORIZED ACCESS:**

Only individuals who are “Qualified”, and subsequently “Authorized”, and who intend to conduct authorized University work may be added to the High Voltage Key Access list to enter any of the University’s High Voltage Electrical Rooms. Only authorized persons, or those accompanied by an authorized person, shall be allowed access to High Voltage Electrical rooms.

**Qualified Person:** A person shall be considered qualified to access High Voltage Electrical Rooms once they have provided proof of Electrical Safety training meeting the requirements of Facilities Management or are a qualified electrical worker.

**Authorized Person:** A person shall be authorized to have access to a key for High Voltage Electrical Rooms once they are “Qualified” and they have signed the High Voltage Electrical Room Access Request form (Appendix A) stating their qualifications and their understanding of the safety precautions and responsibilities. The form remains valid for three years from the date of signature upon verification of details. Individuals are authorized once they have been added to the High Voltage Key Access list of authorized persons.

**PROCESS:**

1. Facilities Management offers online Electrical Safety training for all Western University employees requiring access to High Voltage Electrical Rooms. Supervisors, managers or designates must request access through the Administrative Assistant for FM Operations for their employees to be added to the training website. This training is also available externally for Contractors at their cost. Refer to Electrical Safety Training for Non-Electrical Workers Course Overview document (Appendix B).

2. Persons are added to the High Voltage Key Access list when one of the following conditions are met AND they have signed the High Voltage Room Access Request form (Appendix A) and provided proof:
  - The person is a qualified electrical worker with a valid license
  - The worker has completed an approved Electrical Safety training course
3. The Administrative Assistant for FM Operations will maintain and update the list of authorized persons as required. The list will be available electronically on the FM Shared Drive.
4. FM Client Services will issue the High Voltage Electrical Room keys only to those individuals noted on the list with valid license and training dates and in accordance with WP-35 Key and Card Access Security.
5. Members of the Electrical Review Committee are to be contacted for conflict resolution. The Electrical Review Committee consists of the FM Electrical Shop Manager, FM Electrical Infrastructure Specialist, and FM Safety Officer.

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## HIGH VOLTAGE ELECTRICAL ROOM ACCESS REQUEST

Any Facilities Management (FM) employee who needs to perform work inside of High Voltage Electrical rooms must be qualified and authorized, as per FM policy WP-70. Additional training in the form of a High Voltage room orientation will also be provided by a certified Electrician designated by the Electrical Shop Manager, and documented below. Once the employee completes the training and their name is added to the list, HV keys will be issued by Client Services as needed.

Staff accessing High Voltage rooms must adhere to all safety precautions such as:

- Wear all required Personal Protective Equipment.
- No food or drink permitted in the high voltage room.
- If any unusual conditions exist (i.e. panel covers missing, smells or noises are observed), the employee must exit immediately and report the concern to their shop Manager; and
- Employee must be in radio contact at all times with their shop Manager.
- Employee will not operate high voltage equipment within High Voltage rooms, but will request assistance from the Electrical Shop when required.

Please list the tasks that this employee will normally be carrying out in a High Voltage room:

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Please check that the following steps have been completed:

- Employee has successfully completed the Electrical Safety training module on OWL on: \_\_\_\_\_ (within the last 3 years). Or has valid electrical license: \_\_\_\_\_
- Employee has been provided with High Voltage room orientation by a certified Electrician designated by the Electrical Shop Manager.

I have read and understand these safety precautions and acknowledge my responsibility for adhering to these precautions. I understand this form is valid for a period of three years or when the Electrical Safety training expires, whichever date is sooner.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

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## Electrical Safety Training for Non-Electrical Workers Course Overview

### COURSE OVERVIEW

This course is designed specifically for non-electrical workers who typically use, apply and/or operate electrical equipment in the workplace or work in close proximity to overhead power lines. It will inform you about the associated hazards and risks and explain how to protect yourself from being potentially exposed to electrical shock and arc flash hazards.

By the end of this course, you should be able to:

- Describe how electricity is produced and distributed
- Identify shock and arc flash electrical hazards
- Understand normal and abnormal conditions of energized electrical equipment
- Summarize your roles and responsibilities
- Apply safe electrical work practices
- Explain emergency response procedures for electrical incidents
- This course provides awareness training that is not specific to any region or country, therefore, it is important to familiarize yourself with and follow your employer’s specific policies and practices.

### COURSE TOPICS

- Course Introduction Overview
- Objectives
- Introduction to electricity
- Standards and regulations
- Health and safety regulations
- Plan-Do-Check-Act
- Consensus-based standards
- Roles and responsibilities
- Normal vs Abnormal conditions
- Look, listen, and smell
- Understanding the risks
- Effect of shock and arc flash
- Taking precautions
- Approach boundaries - shock & arc flash
- Overhead power lines and buried cables
- Step and touch potential
- Environmental conditions
- Personal Protective Equipment
- Reporting incidents and emergency response
- Conclusion and final exam

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**ONLINE COURSE DURATION**

Approximately 90 minutes

**PASS MARK**

Knowledge checks conducted throughout this Electrical Safety Training System for Non-Electrical Workers course are designed to reinforce the information presented. A final mark of 80% must be achieved on the final exam to receive a certificate of completion. You are permitted two attempts to pass the final exam.

**CERTIFICATE OF COMPLETION**

Upon completion of this online course, a certificate of completion will be available to download and print.

**COURSE PREVIEW**

<https://www.youtube.com/watch?v=aNhQ39rv45w>

**BIS Training Solutions**

For contractors and other outside agencies who are interested in completing this training module they are able to purchase directly through BIS Training Solutions.

<https://www.bistrainer.com/store/bis-training-solutions-store/productdetails/electrical-safety-training-system-non-electrical-workers---standard-2020>