- New Regulations Included
- Procedures for Working On or Around Electronic Equipment
- Safety Audits
- In-House Training Programs

Electrical Safety Handbook SECOND EDITION

JOHN CADICK, P.E. MARY CAPELLI-SCHELLPFEFFER, M.D., M.P.A. DENNIS NEITZEL, CPE

CONTENTS

Foreword
Preface
Acknowledgments

Chapter I Mazi	ards of Electricity	
Introduction		1.1
Hazard Analysi	is	1.1
Shock		1.1
Description		1.1
Influencing Fact	ors	1.2
Arc		1.7
. Definition and I	Description	1.7
Arc Energy		1.10
Arc Voltage		1.11
Arc Surface Are	ea	1.11
Arc Energy Rel	ease	1.12
Arc Energy Rec		1.12
Arc Burns		1.13
Blast		1.13
Affected Body	Parts	1.14
General		1.14
Skin		1.14
The Nervous Sy	stem	1.16
Muscular Syster		1.17
The Heart		1.18
The Pulmonary	System	1.19
Summary of C	auses—Injury and Death	1.19
Shock Effect	• •	1.19
Causes of Injur	y	1.19
Causes of Deatl	h	1.20
Protective Stra	ategies	1.21
References	-	1.21
Chapter 2 Elec	ctrical Safety Equipment	2.1
Introduction		2.1
General Inspec	ction and Testing Requirements for Electrical Safety Equipment	2.1
Flash and The	rmal Protection	2.2
A Note on Wh	en to Use Thermal Protective Clothing	2.2
	mance Evaluation	2.2
Clothing Mater		2.4
	sistant Materials	2.4
Flame-Resistan	ıt Materials	2.5
Work Clothing		2.6
Work Clothing		2.0

vili CONTENTS

	Be Aware	3.1
Introduc The Six-	tion · Step Safety Method	3.1 3.1
*	Safety Procedures and Methods	3.1
Referenc	775	2.77
	trician's Safety Kit	2.76
Safety E	lectrical One-Line Diagram	2.73
Applicati	ions	2.73
	g Principles	2.71
	Fault Circuit Interrupters	2.71 2.71
	on and Location	2.69 2.71
	rounding Jumpers Safety Grounding Jumpers	2.62
	rounding Switches	2.61
The Need	d for Safety Grounding	2.60
Safety G	irounding Equipment	2.60
General of	Considerations for Low-Voltage Measuring Instruments	2.60
Three-Ste	ep Voltage Measurement Process	2.58
	nt Condition	2.50 2.57
	Voltage-Measuring Instruments	2.54 2.56
Proximity Contact		2.53
	oltage Measurement	2.52
Voltage-	Measuring Instruments	2.52
	here to Use Lockout/Tagout	2.51
Locking		2.51
	d Multiple-Lock Devices	2.50
Safety Ta		2.49
	ags, Locks, and Locking Devices	2.48 2.49
•	d How to Use	2.47
Barrier T Signs	ap c	2.47
	and Signs	2.47
How to U		2.47
When to		2.47
	ion and Application	2.46
Insulate		2.46
	Requirements	2.45
How to U	Jse	2.45
When to		2.45
	ion and Application	2.42
Hot Stic	ka	2.27 2.42
	te Inspection and Periodic Testing of Rubber Goods	2.24 2.27
Rubber 5	-	2.23
Rubber (Line Hos		2.21
Rubber I		2.20
Rubber I		2.19
Rubber (2.15
	Insulating Equipment	2.14
Safety G	lasses, Goggles, and Face Shields	2.14
Hard Ha	its	2.12
Head an	d Eye Protection	2.12
	ye, and Hand Protection	2.12
Flash Su	its	2.9

CONTENTS

ix

Understand Your Procedures	3.2
Follow Your Procedures	3.2
Use Appropriate Safety Equipment	3.2
Ask if You Are Unsure, and Do Not Assume	3.2
Do Not Answer if You Do Not Know	3.3
Pre-Job Briefings	3.3
Definition	3.3
What Should Be Included?	3.3
When Should Pre-Job Briefings Be Held?	3.3
Energized or De-Energized?	3.3
The Fundamental Rules	3.3
A Hot-Work Decision Tree	3.4
After the Decision Is Made	3.6
Safe Switching of Power Systems	3.6
Introduction	3.6
Remote Operation	3.7
Operating Medium-Voltage Switchgear	3.7
Operating Low-Voltage Switchgear	3.11
Operating Molded-Case Breakers and Panelboards	3.15
Operating Enclosed Switches and Disconnects	3.17
Operating Open-Air Disconnects	3.19
Operating Motor Starters	3.21
Energy Control Programs	3.23
General Energy Control Programs	3.24
Basic Energy Control Rules	3.24
Specific Energy Control Programs	3.26
Tagout-Lockout	3.26
Definition and Description	3.26
When to Use Locks and Tags	3.27
Locks without Tags or Tags without Locks	3.27
Rules for Using Locks and Tags	3.27
Responsibilities of Employees	3.28
Sequence	3.28
Lock and Tag Application	3.28
Isolation Verification	3.29 3.29
Removal of Locks and Tags	3,30
Safety Ground Application	3.30
Control Transfer	3.30
Nonemployees and Contractors	3.32
Lockout-Tagout Training Procedural Reviews	3.32
	3.32
Voltage-Measurement Techniques	3,32
Purpose Instrument Selection	3,33
Instrument Condition	3,34
Three-Step Measurement Process	3.34
What to Measure	3.35
How to Measure	3.37
Placement of Safety Grounds	3.38
Safety Grounding Principles	3.38
Safety Grounding Location	3.38
Application of Safety Grounds	3.43
The Equipotential Zone	3.44
Removal of Safety Grounds	3.45
Control of Safety Grounds	3.45
Flash Hazard Calculations and Approach Distances	3.47
Introduction	3.47
Approach Distance Definitions	3.47

x CONTENTS

	The Regulatory Bodies The American National Standards Institute (ANSI)	5.1 5.2 5.2
CI	napter 5 Regulatory and Legal Safety Requirements and Standards Introduction	5.1
		1.20
	Use of Grounded Circuit Conductor for Grounding Equipment	4.20
	Sizing Equipment Grounding Conductors	4.19
	Equipment Grounding Conductors	4.17 4.18
	Equipment to Be Grounded Grounding Cord- and Plug-Connected Equipment	4.16
	Equipment Grounding	4.16
	Bonding	4.16
	Grounding Conductor Connection to Electrodes	4.14
	Grounding Electrode Conductor	4.13
	Grounding Electrode System Resistance	4.13
	Grounding Electrode System	4.10
	Main Bonding Jumper	4.10
	Conductor to Be Grounded—Alternating-Current Systems	4.9
	Grounding Service-Supplied Alternating-Current Systems	4.9
	System Grounding	4.9
	Clean Surfaces	4.8 4.8
	Connection of Grounding and Bonding Equipment Protection of Ground Clamps and Fittings	4.8 4.8
	Temporary Currents Not Classified as Objectionable Current	4.8
	Alterations to Stop Objectionable Current	4.8
	Arrangement to Prevent Objectionable Current	4.7
	Performance of Fault Path	4.7
	Bonding of Electrical Conductive Materials and Other Equipment	4.6
	Grounding of Electrical Equipment	4.5
	Grounding of Electrical Systems	4.3
	Definitions	4.1
	Introduction General Requirements for Grounding and Bonding	4.1 4.1
C	hapter 4 Grounding of Electrical Systems and Equipment	4,1
	References	3.66
	The One-Minute Safety Audit	3.64
	Wet and Hazardous Environments	3.63
	Electrical Tests	3.63
	Visual Inspections	3.63
	Authorized Users	3.62
	General	3.61 3.61
	Confined Work Spaces Tools and Test Equipment	3.60
	Conductive Clothing and Materials	3.60
	Illumination	3.58
	Barriers and Warning Signs	3.58
	A Simplified Approach to Crossing the Approach Boundaries	3.55
	Required PPE for Crossing the Flash Hazard Boundary	3.55
	Calculating the Required Level of Arc Protection (Flash Hazard Calculations)	3.52
	(Flash Protection Boundary)	3.49
	Determining Shock Hazard Approach Distances Calculating the Flash Hazard Minimum Approach Distance	3,48
	Distriction Object II and Amount of District	2 40

CONTENTS	xi
----------	----

The Institute of Electrical and Electronic Engineers (IEEE) National Fire Protection Association (NFPA)	5.3 5.3
American Society for Testing and Materials (ASTM)	5.5 5.5
American Society of Safety Engineers (ASSE)	5.5
The Occupational Safety and Health Administration (OSHA)	5.6
Other Electrical Safety Organizations	5.13
The National Electrical Safety Code (NESC)—ANSIC-2	5.14
General Description	5.14
Industries and Facilities Covered	5.14
Technical/Safety Items Covered	5.14
The National Electrical Code (NEC)—ANSI/NFPA 70	5.15
General Description Industries and Facilities Covered	5.15
Technical and Sefety James Included	5.16
Technical and Safety Items Included Electrical Equipment Maintenance—ANSI/NFPA 70B	5.16
General Description	5.17
Industries and Facilities Covered	5.17
Technical and Safety Items Covered	5.17
Electrical Safety Requirements for Employee Workplaces—ANSI/N	5.17 EDA 70E - E 40
General Description	
Industries and Facilities Covered	5.18 5.18
Technical Safety Items Covered	5.18 5.19
The American Society for Testing and Materials (ASTM) Standards	5.19 5.20
Occupational Safety and Health Administration (OSHA) Standards	5.20 5.20
Overview	5.20
General Industry	5.20
	0.20
Construction Industry Chapter 8 Accident Prevention, Accident investigation, Rescur	5.24
·	
Chapter 6 Accident Prevention, Accident investigation, Rescuand First Aid Accident Prevention	e,
Chapter 6 Accident Prevention, Accident investigation, Rescuand First Aid Accident Prevention Individual Responsibility	6.1 6.1 6.1
Chapter 6 Accident Prevention, Accident investigation, Rescuand First Aid Accident Prevention Individual Responsibility Installation Safety	6.1 6.1 6.1 6.2
Chapter 6 Accident Prevention, Accident investigation, Rescurant First Aid Accident Prevention Individual Responsibility Installation Safety Power System Studies	6.1 6.1 6.1 6.2 6.3
Chapter 6 Accident Prevention, Accident investigation, Rescurant First Aid Accident Prevention Individual Responsibility Installation Safety Power System Studies First Aid	6.1 6.1 6.1 6.2 6.3 6.7
Chapter 6 Accident Prevention, Accident investigation, Rescurant First Aid Accident Prevention Individual Responsibility Installation Safety Power System Studies First Aid General First Aid	6.1 6.1 6.1 6.2 6.3 6.7 6.7
Chapter 6 Accident Prevention, Accident investigation, Rescurant First Aid Accident Prevention Individual Responsibility Installation Safety Power System Studies First Aid General First Aid Resuscitation (Artificial Respiration)	6.1 6.1 6.1 6.2 6.3 6.7 6.7 6.12
Chapter 6 Accident Prevention, Accident investigation, Rescu- and First Aid Accident Prevention Individual Responsibility Installation Safety Power System Studies First Aid General First Aid Resuscitation (Artificial Respiration) Heart-Lung Resuscitation	6.1 6.1 6.2 6.3 6.7 6.7 6.12 6.13
Chapter 6 Accident Prevention, Accident investigation, Rescuand First Aid Accident Prevention Individual Responsibility Installation Safety Power System Studies First Aid General First Aid Resuscitation (Artificial Respiration) Heart-Lung Resuscitation Rescue Techniques	6.1 6.1 6.1 6.2 6.3 6.7 6.7 6.12 6.13 6.13
Chapter 6 Accident Prevention, Accident investigation, Rescu- and First Aid Accident Prevention Individual Responsibility Installation Safety Power System Studies First Aid General First Aid Resuscitation (Artificial Respiration) Heart-Lung Resuscitation	6.1 6.1 6.2 6.3 6.7 6.7 6.12 6.13 6.13 6.13
Chapter 6 Accident Prevention, Accident investigation, Rescuand First Aid Accident Prevention Individual Responsibility Installation Safety Power System Studies First Aid General First Aid Resuscitation (Artificial Respiration) Heart-Lung Resuscitation Rescue Techniques General Rescue Procedures Elevated Rescue	6.1 6.1 6.2 6.3 6.7 6.7 6.12 6.13 6.13 6.21
Chapter 6 Accident Prevention, Accident investigation, Rescuand First Aid Accident Prevention Individual Responsibility Installation Safety Power System Studies First Aid General First Aid Resuscitation (Artificial Respiration) Heart-Lung Resuscitation Rescue Techniques General Rescue Procedures	6.1 6.1 6.2 6.3 6.7 6.7 6.12 6.13 6.13 6.21 6.21
Chapter 6 Accident Prevention, Accident investigation, Rescuand First Aid Accident Prevention Individual Responsibility Installation Safety Power System Studies First Aid General First Aid Resuscitation (Artificial Respiration) Heart-Lung Resuscitation Rescue Techniques General Rescue Procedures Elevated Rescue Confined Space Rescue	6.1 6.1 6.2 6.3 6.7 6.7 6.12 6.13 6.13 6.21 6.21 6.21
Chapter 6 Accident Prevention, Accident investigation, Rescuand First Aid Accident Prevention Individual Responsibility Installation Safety Power System Studies First Aid General First Aid Resuscitation (Artificial Respiration) Heart-Lung Resuscitation Rescue Techniques General Rescue Procedures Elevated Rescue Confined Space Rescue Ground-Level Rescue	6.1 6.1 6.2 6.3 6.7 6.7 6.12 6.13 6.13 6.21 6.21 6.35
Chepter 6 Accident Prevention, Accident investigation, Rescuand First Aid Accident Prevention Individual Responsibility Installation Safety Power System Studies First Aid General First Aid Resuscitation (Artificial Respiration) Heart-Lung Resuscitation Rescue Techniques General Rescue Procedures Elevated Rescue Confined Space Rescue Ground-Level Rescue Accident Investigation Purpose General Rules	6.1 6.1 6.2 6.3 6.7 6.7 6.12 6.13 6.13 6.21 6.21 6.21
Chapter 6 Accident Prevention, Accident investigation, Rescuand First Aid Accident Prevention Individual Responsibility Installation Safety Power System Studies First Aid General First Aid Resuscitation (Artificial Respiration) Heart-Lung Resuscitation Rescue Techniques General Rescue Procedures Elevated Rescue Confined Space Rescue Ground-Level Rescue Accident Investigation Purpose General Rules Data Gathering	6.1 6.1 6.2 6.3 6.7 6.7 6.12 6.13 6.13 6.21 6.21 6.35 6.39
Chepter 6 Accident Prevention, Accident investigation, Rescuand First Aid Accident Prevention Individual Responsibility Installation Safety Power System Studies First Aid General First Aid Resuscitation (Artificial Respiration) Heart-Lung Resuscitation Rescue Techniques General Rescue Procedures Elevated Rescue Confined Space Rescue Ground-Level Rescue Accident Investigation Purpose General Rules	6.1 6.1 6.2 6.3 6.7 6.12 6.13 6.13 6.21 6.21 6.39 6.39 6.41
Chapter 6 Accident Prevention, Accident investigation, Rescuand First Aid Accident Prevention Individual Responsibility Installation Safety Power System Studies First Aid General First Aid Resuscitation (Artificial Respiration) Heart-Lung Resuscitation Rescue Techniques General Rescue Procedures Elevated Rescue Confined Space Rescue Ground-Level Rescue Accident Investigation Purpose General Rules Data Gathering	6.1 6.1 6.2 6.3 6.7 6.12 6.13 6.13 6.13 6.21 6.21 6.35 6.39 6.39 6.41 6.41
Chapter 6 Accident Prevention, Accident investigation, Rescurant First Aid Accident Prevention Individual Responsibility Installation Safety Power System Studies First Aid General First Aid Resuscitation (Artificial Respiration) Heart-Lung Resuscitation Rescue Techniques General Rescue Procedures Elevated Rescue Confined Space Rescue Ground-Level Rescue Accident Investigation Purpose General Rules Data Gathering Accident Analysis Chapter 7 Health Effects of Electrical Accidents	6.1 6.1 6.2 6.3 6.7 6.7 6.12 6.13 6.13 6.21 6.21 6.25 6.39 6.39 6.41 6.41 6.41
Chapter 6 Accident Prevention, Accident investigation, Rescuand First Aid Accident Prevention Individual Responsibility Installation Safety Power System Studies First Aid General First Aid Resuscitation (Artificial Respiration) Heart-Lung Resuscitation Rescue Techniques General Rescue Procedures Elevated Rescue Confined Space Rescue Ground-Level Rescue Accident Investigation Purpose General Rules Data Gathering Accident Analysis Chapter 7 Health Effects of Electrical Accidents	6.1 6.1 6.2 6.3 6.7 6.7 6.12 6.13 6.13 6.21 6.21 6.23 6.35 6.39 6.39 6.41 6.41 6.43

Health Effects	7.3
Survivor Experience	7.3
Worker Reflexes	7.5 7.4
Triage and Medical Evacuation	7.5
Stabilization and Initial Evaluation	7.6
Medical and Surgical Intervention	7.6
Hospitalization	7.6
Discharge to Outpatient Services	7.8
Rehabilitation Focus and Return-to-Work Planning	7.8
Reentry to Employment Settings	7.8 7.8
Plateau In Recovery	7.9
Chapter 8 Low-Voltage Safety Synopsis	8.1
Introduction	8.1
Low-Voltage Equipment	8.2
Extension Cords	8.2
Plug- and Cord-Connected Equipment	8.3
Current Transformers	8,5
Grounding Low-Voltage Systems	8.5
What Is a Ground?	8.5
Bonding Versus Grounding	8.6
Voltage Hazards	8.7
System Grounds	8.8
Equipment Grounds	8.11
Ground Fault Circuit Interrupters	8.14
Safety Equipment	8.14
Overview	8.14
Hard Hats	8.14
Eye Protection	8.15
Arc Protection	8.18
Rubber Insulating Equipment	8.18
Voltage-Testing Devices	8.18
Safety Procedures	8.19
General Distances	8.19
Approach Distances	8.19
Voltage Measurement	8.20
Locking and Tagging	8.21
Closing Protective Devices After Operation Electrical Selety Around Electronic Circuits	8.21
The Nature of the Hazard	8.21 8.21
Special Safety Precautions	8.21 8.22
Stationary Battery Safety	8.23
Introduction	8.23
Basic Battery Construction	8.23
Safety Hazards of Stationary Batteries	8.25
Battery Safety Procedures	8.26
Chapter 9 Medium- and High-Voltage Safety Synopsis	9.1
Introduction	
	9.1
High-Voltage Equipment Grounding Systems of Over 1000 V	9.1 9.3
What Is a Ground?	9.3 9.3
Bonding Versus Grounding	9.3 9.4
. · · · · · · · · · · · · · · · · · · ·	

CONTENTS	lüx
Voltage Hazards	9.4
System Grounds	9.5
Equipment Grounds	9.7
Sefety Equipment	9.8
Overview	9.8
Hard Hats	9.8
Eye Protection	9.8
Rubber Insulating Equipment	9.12
Voltage-Testing Devices	9.12
Safety Procedures	9.12
General	9.12
Approach Distances	9.12
Voltage Measurement Locking and Tagging	9.13 9.13
Closing Protective Devices After Operation	9.13
Closing Protective Devices Atter Operation	2,14
Chapter 10 Human Factors in Electrical Safety	10.1
Introduction	10.1
Mythic Bellefs	10.1
"I Am Experienced, So I Won't Get Injured"	10.1
"Electrical Accidents Happen When an Employee Isn't Paying Attention"	10.2
"As Long As I Don't Touch an Electrical Source, I Won't Get Shocked"	10.2
"As Long As I Am At a Safe Distance I Will Be Okay Doing Hot Work"	10.2
"Flame-Retardant/Resistant Gear Is Only Worn for Working on Live Parts"	10.3
"A Flash Can't Give Me a Shock"	10.3
Human Factors	10.3
Vision	10.3
Hearing (Audition)	10.4
Reaction Times Summary	10.4
References	10.6 10.6
Chapter 11 Safety Management and Organizational Structure	11.1
Introduction	11.1
Electrical Safety Program Structure	11.1
Electrical Safety Program Development	11.2
The Company Electrical Safety Team	11.2
Company Safety Policy	11.3
Assessing the Need	11.4
Problems and Solutions	11.4 11.5
Program Implementation	11.3
Examples Company Safety Procedures	11.3
Results Assessment	11.5
Employee Electrical Safety Teams	11.6
Reason	11.8
Method	11.8
Sefety Meetings	11.9
Who Attends	11.9
What Material Should Be Covered	11.9
When Meetings Should Be Held	11.10
How Long Meetings Should Be	11.10
Evaluation of Sofaty Magtings	111

xiv CONTENTS

Outage Reports	11.11
Safety Audits	11.11
Description	11.11
Purposes	11.12
Procedure	11.12
The Audit Team	11.14
Audit Tools	11.14
Follow-Up	11.14
Internal Versus External Audits	11.34
napter 12 Safety Training Methods and Systems	12.1
Introduction	12.1
Safety Training Definitions	12.1
Training Myths	12.2
Conclusion	12.3
Elements of a Good Training Program	12.3
Classroom Training	12.3
On-the-Job Training (OJT)	12.5
Self Training	12.6
Conclusion	12.6
On-the-Job Training	12.6
Setup	12.6
Implementation	12.8
Evaluation	12.8
Conclusion	12.9
Training Consultants and Vendors	12.9
Canned Programs and Materials	12.9
Evaluating Training Vendors and Consultants	12.11
Conclusion	12.12
Training Program Setup—A Step-by-Step Method	12.12
Setup	12.12
Implementation	12.14
Evaluation	12.15
Modification	12 16