

# POWER & LIGHT MASTER SAFETY DOCUMENT

**This document is not to supersede any existing signage.  
All UVA safety programs must be followed.**



- ✓ Always keep safety glasses, gloves, hardhat, and high visibility vest accessible.
  - ❖ Safety glasses- **Must be worn** on jobsites, in tunnels, mechanical rooms and whenever working.
  - ❖ Rubber Gloves- **Must be worn** with leather protectors when performing energized work, testing, or when an arc flash hazard is present.
  - ❖ Hardhat- **Must be worn** on construction sites, near heavy equipment, flagging, hoisting/rigging, and overhead work.
  - ❖ High visibility vest- **Must be worn** on construction sites, near heavy equipment, and when working in a roadway or within 20' of a roadway.
- ✓ **A Competent Person** must be designated for all jobs and is defined as "A trained individual who is capable of identifying existing and predictable hazards in the surrounding or working conditions and has the authority to take corrective action."
- ✓ Fill out pre-job safety analysis, and necessary checklists with the crew. (Electronic or hard copy)
  - ❖ JHA- **Must be completed** for every job on a daily basis.
  - ❖ Confined space entry permit- **Must be completed** when work is to be done inside of any permit required confined space.
  - ❖ Excavation Permit- **Must be completed** when working in or around any excavation.
- ✓ Remember the **6 NEVER EVENTS** (Accidents in these areas can be fatal!) Identify Competent Person
  - ❖ Confined Space
  - ❖ Electrical
  - ❖ Excavation
  - ❖ Fall Protection
  - ❖ Hoisting/Rigging
  - ❖ LOTO
- ✓ Arc Flash hazard awareness.
  - ❖ 40 Cal suits when racking breakers in and out manually 100% of the time.
  - ❖ Energized work shall never be performed. (The leadership team may determine that de-energizing creates a greater hazard.)
  - ❖ Where arc flash hazards are present, work shall never be performed alone.
- ✓ Voltage testing.
  - ❖ Must confirm equipment is de-energized by performing a voltage test **100% of the time**.
  - ❖ Voltage meter must be rated for voltage tested.
  - ❖ Ensure meter is reading correctly by testing on a known energized and de-energized circuit.
- ✓ Extra care must be taken when working in tunnels, vaults, manholes, and crawlspaces. (non-permit required confined spaces).
  - ❖ **Do not** go alone, have at least one other person with you. (You may go alone under very special circumstances which will require supervisor approval)
  - ❖ Carry a calibrated, tested, **air monitor** with you.
  - ❖ When changing atmosphere (welding, painting, etc.), tunnels become permit required confined spaces.
  - ❖ Plan your escape routes in case of emergency.
- ✓ Protect the public.
  - ❖ Put a manhole ring around open manholes.
  - ❖ Use cones and spreaders for open manholes, hatches, and smaller excavations.
  - ❖ Install temporary fencing or barricades around larger excavations.
  - ❖ Contain your work area from bystanders.
- ✓ Housekeeping is extremely important in places such as jobsites, shop, and storage areas.
  - ❖ **Clean as you go, sign of a pro.**
  - ❖ When not in use, keep extension cords and welding leads wrapped up.
  - ❖ When in use, run cords and leads overhead whenever possible to prevent tripping.
  - ❖ Separate metals/recyclables from trash and dispose in proper receptacles.
  - ❖ Organize and re-stock inventory in storage spaces on a consistent basis.
- ✓ Inspect all tools and safety equipment prior to each use. Notify the supervisor of any damaged items for replacement and remove from service immediately.
- ✓ Notify General Contractor when entering construction sites.
- ✓ Be aware of your surroundings, look after your co-workers, and watch for bystanders.
- ✓ **Be alert and stay focused, conditions can change without warning. If conditions change, stop work, and re-evaluate the situation. Do not panic in the event of an emergency, try to remain calm so that you can make good decisions.**