



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE
OFFENDER MANUAL

REVISION DATE
8/1/14

PAGE NUMBER
1 of 4

NUMBER
DOC 700.130

POLICY

TITLE
ELECTRICAL CONSTRUCTION AND MAINTENANCE

REVIEW/REVISION HISTORY:

Effective: 2/11/04
Revised: 9/27/07
Revised: 7/17/09
Revised: 8/1/14

SUMMARY OF REVISION/REVIEW:

Major changes, including policy title and removal of content covered in DOC 890.140 Electrical Safety. Read carefully.


APPROVED:

Signature on file

BERNARD WARNER, Secretary
Department of Corrections

6/19/14

Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 19.28](#); [RCW 49.17](#); [WAC 296-45](#); [WAC 296-46B](#); [DOC 700.100 Class III Offender Employment and Compensation](#); [DOC 890.140 Electrical Safety](#)

POLICY:

- I. The Department will ensure that all electrical work performed by the Department is conducted in compliance with applicable local, state, and federal laws, regulations, and procedures governing electrical installation, maintenance, licensing, inspection, and safety.
- II. For the purposes of this policy:
 - A. Labor and Industries (L&I) certified electricians are defined as those who have a valid electrician certificate to work in the electrical construction trade in Washington State.
 - B. Qualified persons are defined as employees, contract staff, and offender trainees who have completed Electrical Safety Qualified Person training and are familiar with the construction and operation of the equipment and the hazards involved.
- III. Offender trainees may perform electrical work in Department facilities per DOC 890.140 Electrical Safety.
- IV. Offender electric construction and maintenance work programs will be considered Class III work programs per DOC 700.100 Class III Offender Employment and Compensation.

DIRECTIVE:

- I. General Requirements
 - A. The Department Electrical Administrator will be responsible for statewide oversight of electrical compliance, maintenance, and administration of the offender training program.
 - B. Each Plant Manager will ensure employees supervising offenders performing electrical work are journeyman or specialty electricians.
 - C. Offenders will only perform electrical work at Department owned or leased facilities and offices.
 - D. Offenders will not work with high voltage (i.e., 601 volts and above) or perform electrical work or preventive maintenance on high voltage equipment.



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E. Offenders are prohibited from performing work on energized circuits requiring the use of insulated tools.

II. Offender Trainees

A. Electrical work will be supervised by an employee who is an EL01 journeyman electrician/appropriately certified specialty electrician.

B. Offenders performing electrical work will be L&I certified as:

1. EL01 journeyman electricians,
2. Specialty electricians, or
3. Trainees.

C. Offenders performing electrical work must be under direct supervision of a certified employee at least 75 percent of their working hours. During the other 25 percent of working hours, the certified employee must be onsite to provide instruction and assistance.

D. While performing electrical work, the ratio of offender trainees to employee journeyman/specialty electricians will be:


1. 1:1 for new construction/installation, and
2. 2:1 for maintenance/specialty work.

E. The following work is not regulated by L&I, and therefore may be performed by non-certified offenders:

1. Changing light fixture lamps, excluding ballasts,
2. Transporting ladders and electrical parts/equipment,
3. Inventorying electrical parts/equipment,
4. Cleaning up in electrical shops, and
5. Maintenance work on portable, plug-in appliances performed in an appliance maintenance repair shop.

- a. An appropriately certified employee/contract staff will verify that the repaired appliance meets the manufacturer's specifications and poses no electrical hazard before the appliance is returned to service.

F. An Electrical Supervisor may hire more than 2 offender trainees to perform work not regulated by L&I, provided the required ratio of employee journeyman/specialty electricians to offender trainees is maintained while performing electrical work.

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III. Fees and Training Costs

- A. Facilities will pay the cost for L&I training certificates and certificate renewals.
 - 1. For offenders entering Prison with a valid electrical certificate of competency, the facility's operating budget will be used to cover the following costs:
 - a. L&I fee for journeyman/specialty electrician certificate renewals, and
 - b. Continuing Education Unit (CEU) training for recertification.
 - 2. The facility will employ the offender in the electric shop when possible.
 - 3. The facility is not obligated to pay the fees if the offender does not work in the electric shop, refuses to work in the electric shop, or is terminated from programming in the electric shop.
- B. Facilities may provide electrical basic classroom training for offender trainee recertification.
- C. All L&I documents will be routed through the Department Electrical Administrator.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

None