



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**DEPARTMENT WIDE**  
FACILITY/SPANISH MANUAL

REVISION DATE  
11/15/24

PAGE NUMBER  
1 of 5

NUMBER  
**DOC 890.140**

**POLICY**

TITLE  
**ELECTRICAL SAFETY**

Effective: 5/21/12  
Revised: 8/1/14  
Revised: 5/24/19  
Revised: 11/15/24

**SUMMARY OF REVISION/REVIEW:**


I.A., I.C., I.G., III.A., and IV.C. - Adjusted language for clarification  
Added I.D. that facilities/offices without an L&I certified electrician will designate an employee as the Electrical Safety Coordinator  
I.E. & F., II.A., II.A.1., III.A.1. - Added clarifying language  
Added I.I. that electrical equipment that requires examination, adjustment, servicing, or maintenance while energized will be labeled or documented in a location readily available to maintenance employees  
IV.A. - Removed unnecessary language

**APPROVED:**

Signature on file

\_\_\_\_\_  
**CHERYL STRANGE**, Secretary  
Department of Corrections

10/14/24  
\_\_\_\_\_  
Date Signed

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<b>APPLICABILITY</b> <b>DEPARTMENT WIDE</b> FACILITY/SPANISH MANUAL		
	<b>REVISION DATE</b> 11/15/24	<b>PAGE NUMBER</b> 2 of 5	<b>NUMBER</b> <b>DOC 890.140</b>
	<b>TITLE</b> <b>ELECTRICAL SAFETY</b>		

**REFERENCES:**

DOC 100.100 is hereby incorporated into this policy; [WAC 296-24-970](#); [WAC 296-800-160](#); DOC 890.130 Job Safety Analysis, Hazard Assessments, and Personal Protective Equipment; [Electrical Hazard Assessment and Personal Protective Equipment Table](#); [Electrical Safety Qualified Person Training](#); [NFPA 70E](#); [Records Retention Schedule](#)

**POLICY:**

- I. The Department has established a written electrical safety program to increase worker awareness of potential electrical hazards. Whenever possible, electrical hazards will be eliminated (e.g., de-energized, locked out) before any work is performed on electrical circuits.

**DIRECTIVE:**

- I. General Requirements
  - A. The Electrical Administrator and Safety Unit will monitor implementation of the electrical safety program.
  - B. Electrical work performed in Department facilities/offices must be coordinated with the Facilities/Plant Manager and/or Electrical Safety Coordinator.
  - C. Facilities/offices where assigned workers may be exposed to and/or perform work on energized electrical circuits 50 volts or above will designate a Labor and Industries (L&I) certified electrician with an EL01 license as the Electrical Safety Coordinator to:
    1. Oversee local implementation of this policy.
    2. Ensure a job safety analysis and/or electrical safety hazard assessment is conducted and documented.
    3. Select, acquire, maintain, and replace appropriate Personal Protective Equipment (PPE) and high voltage equipment/tools at warranty expiration.
    4. Coordinate and document local Electrical Safety Qualified Person training for qualified persons.
    5. Maintain a current list of L&I certified electricians and qualified persons.
    6. Manage and ensure use and approval of DOC 16-356 Energized Electrical Work Permit.



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**DEPARTMENT WIDE**  
FACILITY/SPANISH MANUAL

REVISION DATE  
11/15/24


PAGE NUMBER  
3 of 5

NUMBER  
**DOC 890.140**

**POLICY**

TITLE  
**ELECTRICAL SAFETY**

- 7. Review and update local practices to keep qualified persons trained in any changes to local electrical safety hazards and required PPE.
- 8. Ensure that required inspections are completed by the inspecting authority and all local electrical program records are retained.
- D. Facilities/offices that do not have an L&I certified electrician with an EL01 license will designate a qualified employee as the Electrical Safety Coordinator who will coordinate with the Electrical Administrator and/or an outside licensed electrical contractor for electrical work.
- E. L&I certified electricians/trainees or qualified persons will not work with or perform electrical work or preventive maintenance on energized or de-energized high voltage (i.e., 600 volts and above) equipment.
- F. L&I certified electricians/trainees with an EL06A license may perform scheduled work on energized electrical circuits 50 volts or above that:
  - 1. Does not involve coming in contact with energized electrical conductors or parts.
  - 2. Involves using meter probes only when making contact with energized electrical conductors or parts.
- G. L&I certified electricians with an EL01 or EL07 license may perform scheduled work on energized electrical circuits 50 volts or above that involves making contact with energized electrical conductors and parts using insulated tools per the Electrical Hazard Assessment and Personal Protective Equipment Table pending their current qualifications.
  - 1. Work crews will not work on energized circuits requiring the use of insulated tools.
- H. L&I certified electricians/trainees and qualified persons will wear required PPE and use protective shields and insulating materials appropriate to the work or testing being performed.
  - 1. Conductive jewelry and clothing (e.g., rings, necklaces, watches, cloth with conductive thread, metal headgear) will not be worn if they may contact exposed energized parts.
  - 2. While working on energized electrical circuits, clothing must comply with the National Electrical Code per the National Fire Protection Association.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<b>APPLICABILITY</b> <b>DEPARTMENT WIDE</b> FACILITY/SPANISH MANUAL		
	<b>REVISION DATE</b> 11/15/24	<b>PAGE NUMBER</b> 4 of 5	<b>NUMBER</b> <b>DOC 890.140</b>
	<b>TITLE</b> <b>ELECTRICAL SAFETY</b>		

I. Electrical equipment that requires examination, adjustment, servicing, or maintenance while energized will be labeled per NFPA 70E 130.5(H) or documented in a location readily available to maintenance employees.

II. Job Safety Analysis and Hazard Assessment

A. A job safety analysis and/or hazard assessment for potential arc flash and shock hazards will be conducted before authorizing any work on energized electrical circuits.

1. L&I certified electricians and qualified persons will refer to the Electrical Hazard Assessment and Personal Protective Equipment Table.

B. Assessments will be documented per DOC 890.130 Job Safety Analysis, Hazard Assessments, and Personal Protective Equipment and address:

1. Arc flash boundaries and shock hazard potential for each potential exposure.

2. Selection of required PPE and consideration of shock hazard mat use.

III. Energized Electrical Work Permit

A. Any work on energized electrical circuits is prohibited until a DOC 16-356 Energized Electrical Work Permit has been completed and approved by the Electrical Safety Coordinator or Facilities/Plant Manager.


1. L&I certified electricians and qualified persons are permitted to conduct testing and troubleshooting on energized circuits without a permit per NFPA 70E 130.2(C) if testing the circuits does not require contact with conductors or current carrying parts, except for with a meter.

B. The Electrical Safety Coordinator will retain the permit on file per the Records Retention Schedule.

IV. Qualified Person Training

A. Employees expected to be qualified persons and L&I certified electricians/trainees will be provided initial training consistent with the Electrical Safety Qualified Person Training.

B. L&I certified electricians will be provided refresher Electrical Safety Qualified Person training when local program changes occur or as identified by the Electrical Safety Coordinator. Other qualified persons will receive annual Electrical Safety Qualified Person training.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<b>APPLICABILITY</b> <b>DEPARTMENT WIDE</b> FACILITY/SPANISH MANUAL		
	<b>REVISION DATE</b> 11/15/24	<b>PAGE NUMBER</b> 5 of 5	<b>NUMBER</b> <b>DOC 890.140</b>
	<b>TITLE</b> <b>ELECTRICAL SAFETY</b>		

- C. Employee training will be documented on a class roster and in the Department's electronic training system.
- D. Work crew training will be documented on a training roster and maintained with the local electrical safety program records.

**DEFINITIONS:**

The following words/terms are important to this policy and defined in the glossary section of the Policy Manual: Labor and Industries (L&I) Certified Electricians, Personal Protective Equipment (PPE), Qualified Persons. Other words/terms appearing in this policy may also be defined in the glossary.

**ATTACHMENTS:**

None

**DOC FORMS:**

DOC 16-356 Energized Electrical Work Permit