

Policy No.: OS001	Approved by: Mark Cavanaugh
Title: Energized Electrical Safety	Date: 6/15/2020
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Appendix A: Energized Electrical Work Permit – All Non Routine Tasks

Part I: To be completed by the requestor or supervisor of the job		
Description of Circuit & Equipment:		Job # and Location:
Description of Work to Be Done:		
Justification of why the circuit cannot be de-energized or the work delayed until the next scheduled outage:		
Requester/Title: _____ Signature: _____		
Part II: To be completed by the qualified person(s) completing the work		
Complete	Check when	
(1) Detailed description of procedure to be used in performing the above work:		
(2) Description of safe work practices to be employed:		
(3) Voltage exposure (shock hazard analysis):		
(4) Determination of shock protection boundaries:		
(5) Results of flash hazard analysis:		
(6) Determination of flash protection boundaries:		
(7) PPE required to safely perform the task:		
(8) Method used to restrict access to the work area:		
(9) Do you agree the above work can be done safely? YES (proceed to Part III) NO ___(return to requestor)		
Qualified Person(s): _____ Date: _____ Qualified Person(s): _____ Date: _____ Qualified Person(s): _____ Date: _____		
(10) Supervisor has reviewed this with the qualified person(s) performing the task? YES _____		
Supervisor: _____ Date: _____		
Part III: To be completed by members of The University Electrical Safety Committee		
Approvals:		
Name	Job Title	Date
_____	_____	_____
_____	_____	_____

Note: Route Permit to Electrical Safety Committee. A minimum of two committee members must approve energized work. All permits must be retained by the employees' department.