



DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING SYSTEMS COMMAND FAR EAST
PSC 473 BOX 13
FPO AP 96349

NAVFACFEINST 5100
09SF
21 May 21

NAVFAC FAR EAST INSTRUCTION 5100

From: Commanding Officer, Naval Facilities Engineering Systems Command Far East

Subj: ELECTRICAL SAFETY POLICY

Ref: (a) USACE Safety and Health Requirements Manual, (EM 385-1-1), 2014 edition
(b) Electrical Safe Acts For Employees (SAFE) Program of 25 March 2010
(c) National Fire Protection Association 70E 2018
(d) OPSNOTE 2020-01, 10 December 2019
(e) SECNAV M-5210.1, 23 Sep 2019

Encl: (1) SOP for Preparing Energized Electrical Work permit
(2) NAVFAC FE Special Permission Energized Electrical Work Permit
(3) Go/No-Go Checklist for energized Electrical Work
(4) Activity Hazard Analysis (AHA), 2014 EM 385-1-1
(5) NAVFAC FE Job Hazard Analysis (JHA)
(6) PowerPoint Energized Electrical Permit Brief

1. Purpose. To implement standard practices and policies that meet the requirements outlined in references (a) through (e), in order to protect all staff against shock, arc-flash, and other hazards associated with energized work when reasonable alternatives to energized work do not exist.

2. Cancellation. This instruction supersedes Naval Facilities Engineering Systems Command (NAVFAC) Far East Electrical Safety memorandum of 05 November 2018.

3. Scope. This guidance applies to all in-house and contractor employees of NAVFAC Far East.

4. Background. The Command is committed to sound safety practices that protect its workforce. The policies and practices for all electrical work in the industrial and construction fields are contained in reference (c).

5. Definitions

a. Electrically safe work conditions as defined by reference (c), Article 100: A state in which an electrical conductor or circuit part was disconnected from energized parts, lock/tagged in accordance with established standards, tested to ensure the absence of voltage and grounded. All electrical systems, circuits or conductors above 50 volts shall be considered energized.

b. Working on, or near, energized electrical conductors or circuits:

(1) Intentional contact with energized electrical conductors or circuit parts with the hands, feet, or other body parts, with tools, probes, or test equipment, regardless of the use of Personal Protective Equipment. This is divided into three categories, which requires a qualified electrical person, trained and supervised, with verification of employee knowledge.

(2) Diagnostic Testing is described as taking readings or measurements of electrical equipment with approved test equipment that does not require making any physical change to the equipment.

(3) Repair is described as any physical alteration of electrical equipment (such as making or tightening connections, removing or replacing components, etc.).

(4) Not working directly on energized electrical equipment, but performing unrelated work within arc flash distance of energized electrical equipment.

6. Policy

- a. Per reference (d), workforce performing work on, or near, energized electrical equipment or circuits will obtain authorization from the NAVFAC Far East Commanding Officer, before conducting such work.
- b. The Prime contractor is responsible for the safety of each contractor employee.

7. Action

a. Public Works and Design & Construct business lines in coordination with Public Works Officers (PWOs) will provide personnel training on the contents of this instruction and provide all applicable workforce the enclosures of this instruction for all work that must be performed on or near energized equipment or circuits.

b. All Construction Managers/Engineering Technicians/Production Directors will ensure the contractor/in-house personnel for their assigned project, request authorization via their PWO for energized work by completing all requirements outlined in enclosures (2) through (6), and submit the completed package to the Electrical Permit Review Team.

8. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per reference (e).



T. J. DEWITT

Distribution:
ESG

SOP FOR PREPARING ENERGIZED ELECTRICAL WORK PERMIT PACKET

1. Naval Facilities Engineering Systems Command (NAVFAC) Far East: If an electrical outage request is rejected or denied and no other alternative means are available (i.e., temporary power) for work on energized electrical circuits the following procedures are required. This permit process applies to Contractors and NAVFAC Far East in-house workforce. All documentation shall be specific to the work being performed on live energized electrical equipment.

2. Documentation Requirement:

a. Enclosure (2) NAVFAC Far East Special Permission Energized Electrical Work Permit: This document is to be filled out by the Base Installation NAVFAC Far East, Utilities and Energy Management Branch Head. This form applies to both Contractors and NAVFAC Far East employees.

b. Enclosure (3) Go/No Go Checklist for Energized Electrical Equipment: This checklist is to be filled out by the Contractor/NAVFAC Far East department performing the work. List your key personnel and all activities, step by step, to perform work on energized electrical equipment. Use one checklist per equipment. The Go/No Go Checklist is to remain on site during working hours. This form applies to both Contractors and NAVFAC Far East employees.

c. Enclosure (4) Activity Hazard Analysis (AHA): Contractors are required to complete the AHA per contract requirements. This form applies to Contractors only.

d. Enclosure (5) Job Hazard Analysis (JHA): NAVFAC Far East employees are required to complete the JHA per NAVFAC Far East policies. This form applies to NAVFAC Far East employees only.

e. Enclosure (6) PowerPoint Brief: To be completed by NAVFAC Far East personnel. The PowerPoint brief provides minimum requirements and is formatted to walk you through the process. Public Works Officers (PWOs) will use this PowerPoint to brief the NAVFAC Far East Operation Officer (OPS) prior to briefing the Commanding Officer (CO). This PowerPoint brief applies to both Contractors and NAVFAC Far East employees.

3. Find the group that applies to your situation submit completed permit packet for review as follows:

a. Group 1: Facilities Engineering and Acquisition Division (FEAD) Contracts (Excludes: Base Operating Support, Service & Maintenance Contracts. See Facility Support Contracts (FSC))

(1) Requestor (contractor performing the work) completes and submits packet to NAVFAC Far East CM. Documents required by contractor are: Enclosures 2, 3, 4, and 6.

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(2) After review and acceptance by the FEAD, documents will then be submitted to Safety (09SF), Electrical Engineer (CI5) for distribution and review to the “Electrical Permit Review Team” as follows:

- (a) Safety (09SF), Core Electrical Engineer (CI5)
- (b) Public Works Business Line (PWBL), Arc Flash and ESAFE Manager
- (c) Public Works Departments (PWD) Production Director, PWD Safety

(3) The Electrical Permit Review Team will then review the requestor’s documents for compliance and safety procedures. All comments and recommendations are forwarded back to FEAD for revision as necessary. Once revisions and recommendations are complete the FEAD will then forward the revised documents back to the Electrical Permit Review Team for final review prior to NAVFAC Far East OPS meeting.

(4) PWO will schedule a meeting with NAVFAC Far East OPS, Electrical Permit Review Team & Safety (09SF) representative. All key personnel (including contractor’s key personnel listed on the Go/No Go check list) must be present for the OPS meeting. Once NAVFAC Far East OPS gives their acceptance to move forward, the OPS/PWO will then schedule a meeting with NAVFAC Far East CO for acceptance to begin work.

(5) Attach entire permit packet documents to NAVFAC Far East CO and OPS’s meeting invite for read-ahead purposes.

b. Group 2: FSC

(1) Requestor (contractor performing the work) completes and submits packet to NAVFAC Far East Contract Manager. Documents required by contractors are enclosures 2, 3, 4, and 6.

(2) FSC project representative will submit completed contractor documents to the FSC branch “Electrical Permit Review Team” as follows:

- (a) FEAD Officer
- (b) PWD Production Director, Arc Flash and ESAFE Manager
- (c) Safety (09SF) and/or PWD Safety Manager

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(3) The Electrical Permit Review Team will then review the requestor's documents for safety procedures and compliance. All comments and recommendations are forwarded back to the local FSC project representative for revision as necessary. Once correction and recommendations are complete the FSC representative will then forward the final documents to the Electrical Permit Review Team for final review prior to NAVFAC Far East OPS meeting.

(4) The PWO will schedule a meeting with NAVFAC Far East OPS, Electrical Permit Review Team & Safety Core High Hazard representative. All key personnel (including contractor's key personnel listed on the Go/No Go check list) must be present for the OPS meeting.

(5) Once NAVFAC Far East OPS may give their acceptance to move forward the FSC contract representative then schedule a meeting with the NAVFAC Far East CO for acceptance of work.

(6) Attach entire permit packet documents to NAVFAC Far East CO and OPS meeting invite for read-ahead purposes.

c. Group 3: NAVFAC In-House Employees

(1) NAVFAC Far East Qualified Person in Charge (QPIC) performing the work along with the Utilities and Energy Management Branch Head will fill out required documents and submit completed forms to the In-House "Electrical Permit Review Team". Required documents for In-House employees performing the work are: Enclosures 2, 3, 5, and 6.

(2) NAVFAC In-House Electrical Permit Review Team as follows:

- (a) PWBL, Arc Flash and ESAFE Manager
- (b) Safety (09SF) and/or PWD Safety Manager
- (c) PWD Production Director

(3) The Electrical Permit Review Team will then review the QPIC documents for compliance. All comments and recommendations are forwarded back to requestor for compliance. Once correction and recommendations are complete the requestor (QPIC) will then forward the final documents to the Electrical Permit Review Team for final review.

(4) Once final review is complete the QPIC performing the work will schedule a meeting with NAVFAC Far East OPS, Electrical Permit Review Team, and the Safety Core High Hazard

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Manager and Site Safety Manager. All key personnel (including contractor's key personnel listed on the Go/No Go check list) must be present for the OPS meeting.

(5) Once NAVFAC Far East OPS gives their acceptance move forward the PWO may then schedule a meeting with NAVFAC Far East CO for acceptance to begin work.

NAVFAC FE	<u>Special Permission Energized Electrical Work Permit</u>			CONTRACTOR
	BASE:		Work performed by: (Select one)	IN-HOUSE
Contractor:			NAVFAC Work Center	

Part I: Request for Special Permission			MAXIMO WO #	
TO BE COMPLETED BY THE REQUESTOR:			Contract No	
			eProject No.	
1. Description of circuit/equipment:				
2. Job Location:				
3. Description of work to be done:				
4. Justification of why the circuit/equipment cannot be de-energized:				

Part II: Work and Hazard Analysis		<i>TO BE COMPLETED BY THE ELECTRICALLY QUALIFIED PERSON IN CHARGE OF DOING THE WORK:</i>		
1. Anticipated Duration of Work Requiring Special Permission:	Hours / Minutes:		Date of Work:	
2. Detailed job description listing the procedures to be used in performing the work described in Part I				
3. Description of the safe work practices to be employed:				

4. List the means to be used to prevent access to the work area by unqualified people;					
5. Source of Task Lighting:					

6. Results of electrical shock risk and arc flash hazard risk assessment					
a) Voltage to which personnel will be exposed					
b) Approach Boundaries: (distance)	Limited	Restricted	Arc Flash		
c) Approach Boundaries to be crossed: (Check as applicable)	Limited	Restricted	Arc Flash		
d) PPE to be used:(in addition to required daily wear)	Voltage Rated Rubber Gloves w/ Leather Protectors	YES	NO		
	Safety Glasses	YES	NO		
	Arc Flash Face Shield rated 10-cal/cm ² or more	YES	NO		
	Arc Flash Hood rated 20 cal/cm ² or more	YES	NO		
	Hard Hat	YES	NO		
	Balaclava (Head Sock)	YES	NO		
	Hearing Protection (single level)	YES	NO		
	Voltage Rated Tools	YES	NO		
	PPE Category 4 Clothing	YES	NO		
	Other: Specify	YES	NO		

7. Qualified Person Sign Off	(Do you agree work described above can be performed safely?)			If NO, return to requester
Electrically Qualified Person			Date:	

Person(s) Assigned to Job	Person(s) Name	Person(s) Position

Requested by:

Date:

Requester: _____

Signature _____

Title: _____

Local reviewed:

Date:

Local reviewer: _____

Signature _____

Title: _____

Submitted by:

Date:

Submitter: _____

Signature _____

Title: _____

Part III Approval Process

Reviewed by:

Date:

NAVFAC Far East Public Works Officer

Reviewed by:

Date:

NAVFAC Far East Operations Officer

Approved by:

Date:

NAVFAC FE CO or CO's Designee

FORM COMPLETION INSTRUCTIONS

Overview

Before beginning to complete this Energized Electrical Work Permit request (EEWP), please notify the regional ESAFE program manager. This form is to be used for all EEWP throughout the Far East AOR. The completion of the form should be done under the direction of the PWD UEM Director.

Section	Field	Completion directions
Header	BASE	Use the drop down selection to choose the base where the work will be performed
	Work performed by:	Select the appropriate option button. If the work is being done by a contractor , select Contractor, if it is by In House personnel including Self Help , select In House
	Contractor:	If this is a contracted work, the contractor shall enter the name of the company in this field. In House , enter N/A
	NAVFAC Work Center	If this is In House work, the in house person in charge shall enter the work center performing the energized work.
Part I Request for Special Permission (to be completed by the requestor)		
Part I – Maximo No	Maximo WO #	In House work force only need to enter the Maximo Work order number
Part I- Contract No.	Contract No.	This field applies to contractors. Enter the contract number if any in this field.
Part I eProject No.	eProject No.	If there is an eProject associated with this work, please enter the eProject number here.
Part I , 1	Description of circuit/ equipment	Enter information in this field that describes that specific circuit and equipment that will be repaired/ installed. (<i>example—Feeder H1 / vacuum circuit breaker, line side connection</i>)
Part I , 2	Job Location	Enter the location of where the work will take place. (<i>Ex. Building 1805 , 2nd floor; Utility pole P213 located at on Nimitz Avenue</i>)
Part I, 3.	Description of work to be done:	Enter a brief description of the actual work that need to be done energized. <i>Example:</i> <ol style="list-style-type: none"> 1. Start Emergency generator and switch both ATS units over to emergency feed 2. Utility staff turns off the high voltage air break switch (PAS) of Pole No. 102.Tag and Lock out the PAS 3. Test for no voltage Attached personal protective grounds to system ground and three phases of the load side of PAS at Pole No. 102 4. Verify no voltage present on commercial line terminals in Auto Transfer Switch (ATS) 5. Disconnect the six commercial power feed existing LV conductors from the terminals in the bottom of the rear section of the ATS

Section	Field	Completion directions
		<ol style="list-style-type: none"> 6. Carefully pull each new LV conductor set into the ATS cabinet 7. Connect each new LV conductor to their respective commercial power input terminal 8. Check continuity and insulation integrity of all connections 9. Restore commercial power
Part I , 4	Justification of why the circuit/equipment cannot be de-energized	<p>This field should contain a detailed explanation of the reason(s) that the circuit / equipment cannot be de-energized. (inconvenience or cost are not valid reasons)</p> <p><i>Example:</i></p> <p><i>The work must be performed hot because the Telephone Exchange provides communications services essential to life safety to the base including 911 services. De-energizing the panel including emergency generation would require the Telephone Exchange to go offline until such time as the secondary tie in of the new transformer is completed. It is expected to take eight hours for this to be completed. All equipment and circuits to be worked in cannot be de-energized because it would introduce additional and increased hazards and is infeasible due to system design with no alternative emergency service channels.</i></p>
Part II: Work and Hazard Analysis		To be completed by the electrically qualified person in charge of doing the work
Part II:, 1	Anticipated duration of work requiring special permission	Time: Enter the duration that the actual energized work will require in hours and minutes.
		Date of work: Use the Date Picker control to select the date that the energized work will be performed
Part II , 2	Detailed job description listing the procedures to be used in performing the work described in Part I	<p>Enter in this field a detailed description of the work to be done. This should include all steps to guard against accidental contact. If the steps are extensive, please list the major steps and refer to a separate sheet and note in this field,</p> <p><i>The remaining work steps are detailed on a separate attachment titled Energized Work Steps.</i></p>
Part II , 3	Description of the safe work practices to be employed:	<p>Enter the safe work practices to be followed:</p> <p><i>Example:</i></p> <p><i>Electrical safety work practices detailed in NFPA 70E Standard for Electrical Safety in the Workplace 2018 will be followed. EM 385 regulations will be followed for all general construction tasks involved.</i></p> <p><i>Personal Protective Equipment and Live Line tools being used will be annotated in the subsection</i></p> <p>6. Results of electrical shock risk and arc flash hazard risk assessment.</p> <p><i>Daily Wear for electricians is listed below:</i></p> <p><i>Any worker whose normal job includes working on or near exposed electrical equipment must wear to work as a minimum:</i></p> <ul style="list-style-type: none"> • Arc-rated shirt (long-sleeve) and pants (or arc-rated coveralls) with

Section	Field	Completion directions
		<i>minimum arc rating of 8 cal/cm² (33.47 J/cm²).</i> <ul style="list-style-type: none"> • Cotton or natural fiber underwear (conventional short sleeve t-shirt and briefs/shorts) • Leather electrical hazard-rated (EH) footwear.
Part II , 4	List the means to be used to prevent access to the work area by unqualified people	Example: <i>There will be an area 3feet (1. meter) barricaded off around the work area to prohibit entry into the work area except by those performing the work.</i>
Part II , 5	Source of Task Lighting	In these fields, select the source of task lighting to be used and whether it is AC powered or Battery (DC powered) <i>There are two groups of option buttons</i>
Part II , 6	Results of electrical shock and arc flash risks assessment	This subsection covers the risk assessment performed on the electrical shock risk and the arc flash hazard risk.
Part II , 6a	Voltage	In this field list the voltage(s) to which the qualified personnel will be exposed.
Part II , 6b	Approach Boundaries	List each of the approach boundaries that are either from an arc flash hazard study or appropriate tables in NFPA-70E. <i>These should be listed in metric and English units</i>
Part II , 6c	Boundaries crossed	Check all approach boundaries that will be crossed
Part II , 6d	PPE to be used:	Select all PPE that will be used with a tick in the YES option. For PPE not required , tick the NO option (<i>Note: This is PPE in addition to the required daily wear</i>)
Part II , 7	Qualified person (QP) sign off	These fields allow the QP to answer if the work described can be performed safely. (<i>If the answer is NO, then the QP shall return to the request for modification and resubmission</i>)
Part II	Employee (s) assigned to the job	This subsection allows one to list the key persons assigned to the job and their positon. At a minimum the qualified persons performing the work, their supervisor and the SSHO should be listed
Part II	Requester	In these fields list the name and title. Signature must be done manually
Part II	Local reviewer	This is a non-mandatory field that is for any additional person that might need to review
Part II	Submitted by	This is the name of the person that submits the EEWP package to FEC Ops officer
Part III Approval Process		
Part III	PWO	This is the space to be signed as approved by the PWO
Part III	FE OPS	This is the space to be signed as approved by the FEC Operations officer
Part III	FE CO	This is the final approval by the CO.
FORM RESET		Depressing this command button should clear any option buttons

GO/NO GO CHECKLIST FOR ENERGIZED ELECTRICAL WORK

Energized Go/NoGo Checklist

Equipment # _____

The Go/No Go Checklist is an assessment tool that helps to identify serious gaps and deficiencies to be addressed prior to the start and during work. It may also provide support for further resources if a particular area needs addressing. This checklist should support the decision making process and reflect safety control measures. Add and delete rows as needed to provide accurate information.

Contractor/ NAVFAC FE In-House Shop:		Date:		
Contract Number and Title or NAVFAC W/O Number:				
*	Emergency: 911 ENTER NAME/ADDRESS OF INSTALLATION HERE WITH ADDRESS OF WORKSITE			
*	ENTER LOCATION FOR THIS EMH HERE:			
*	Installation Police Phone Number:			
*	Installation PMO Dispatch Phone Number:			
*	Installation Utility: Emergency Phone Number:			
Current Weather Conditions:				
Brief description of work:				
	Step 1: Qualified Key Personnel	Yes	No	"No Go" Criteria
A				
B				
C				
D				
E				
F				
G				
H				
I	Base Installation Key Personnel	Yes	No	"No Go" Criteria
*	Notify Base Installation Fire Department Office immediately prior to work: Phone Number:			
*	Notify NAVFAC FE PWD High Voltage Dept. prior to Work. Phone Number:			
*	For contractors SSHO to confirm all above items complete For NAVFAC FE In- House Employees QPIC to confirm			SIGNATURE: _____ Time: _____

GO/NO GO CHECKLIST FOR ENERGIZED ELECTRICAL WORK

				SSHO Name / Designated QPIC
Step 2: Job Site Setup Including Boundries and Barricades to protect workers & public		Yes	No	"No Go" Criteria
A				
B				
C				
D				
E				
F	For contractors SSHO to confirm all above items complete For NAVFAC FE In- House Employees QPIC to confirm.			SIGNATURE: _____ Time _____
				SSHO Name / Designated QPIC
Step 3: Exterior Work Area Inspection & Clean Up Prior to the Start of Work		Yes	No	"No Go" Criteria
A				
B				
C				
D				
E				
F	For contractors SSHO to confirm all above items complete For NAVFAC FE In- House Employees QPIC to confirm			SIGNATURE: _____ Time _____
				SSHO Name / Designated QPIC
Step 4: Identify Electrical Hazards			No	"No Go" Criteria
A				
B				
C				
D				
E	For contractors SSHO to confirm all above items complete For NAVFAC FE In- House Employees QPIC to confirm			SIGNATURE: _____ Time _____
				SSHO Name / Designated QPIC
Step 5: PPE to be Worn and When		Yes	No	"No Go" Criteria
A				
B				
C				
D				

GO/NO GO CHECKLIST FOR ENERGIZED ELECTRICAL WORK

E	For contractors SSHO to confirm all above items complete For NAVFAC FE In- House Employees QPIC to confirm			SIGNATURE: _____	Time
				SSHO Name / Designated QPIC	
	Step 6: Step for Protection Devices	Yes	No	"No Go" Criteria	
A					
B					
C					
D					
E					
F					
G	For contractors SSHO to confirm all above items complete For NAVFAC FE In- House Employees QPIC to confirm			SIGNATURE: _____	Time
				SSHO Name / Designated QPIC	
	Step 7: Work to Be Performed (list in steps)	Yes	No	"No Go" Criteria	
A					
B					
C					
D					
E					
F					
G					
H					
I					
J	For contractors SSHO to confirm all above items complete For NAVFAC FE In- House Employees QPIC to confirm			SIGNATURE: _____	Time
				SSHO Name / Designated QPIC	
	Step 8: Completion (Clean Up) Procedures		No	"No Go" Criteria	
A					
B					
C					
D					

GO/NO GO CHECKLIST FOR ENERGIZED ELECTRICAL WORK

E	For contractors SSHO to confirm all above items complete and For NAVFAC FE In- House Employees QPIC to confirm.			SIGNATURE: _____	Time _____
				SSHO Name / Designated QPIC _____	
	LIST OF EQUIPMENT			LIST OF MATERIAL (welding gas, solvents, glues)	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
	ATTACH ALL SAFETY DATA SHEETS FOR ALL PRODUCTS/CHEMICALS ENTERING THE CONFINED SPACE				

NOTES

2014 EM385-1-1) UFGS 103526 11/15
Activity Hazard Analysis (AHA)

Contractor Name (Performing the Work):		Overall Risk Assessment Code (RAC) (Use highest code)																													
Prepared By:																															
Foreman Signature (Performing the Work):		OVERALL RAC CODE: _____																													
Activity/Work Task:		Risk Assessment Code (RAC) Matrix																													
AHA Signature Log #		Probability																													
Contract Number:		Severity	Frequent	Likely	Occasional	Seldom	Unlikely																								
Date Prepared:		Catastrophic	E	E	H	H	M																								
Project Location:		Critical	E	H	H	M	L																								
PRIME CONTRACTOR SECTION: REVIEWED BY: SIGNATURE REQUIRED		Marginal	H	M	M	L	L																								
SSHO Signature:		Negligible	M	L	L	L	L																								
QC Manager Signature:		Step 1: Review each Hazard with identified "Controls". Determine RAC (see above). Probability: Likelihood the activity will cause a Mishap (Near Miss, Incident, or Accident). Identify as Frequent, Likely, Occasional, Seldom or Unlikely Identify as Catastrophic, Critical, Marginal, or Negligible Step 2: Identify the RAC (probability vs. severity) as E, H, M, or L for each "Hazard" on AHA. Annotate the overall highest RAC at the top of the AHA																													
Prime Superintendent Signature:																															
Notes:		<table border="1"> <tr> <td colspan="5">RAC CHART</td> </tr> <tr> <td colspan="5">E = Extremely High Risk</td> </tr> <tr> <td colspan="5">H = High Risk</td> </tr> <tr> <td colspan="5">M = Moderate Risk</td> </tr> <tr> <td colspan="5">L = Low Risk</td> </tr> </table>					RAC CHART					E = Extremely High Risk					H = High Risk					M = Moderate Risk					L = Low Risk				
RAC CHART																															
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L = Low Risk																															
JOB STEPS (Work Sequences)	SPECIFIC ANTICIPATED HAZARDS	CONTROLS			RAC																										

2014 EM385-1-1) UFGS 103526 11/15
Activity Hazard Analysis (AHA)

JOB STEPS (Work Sequences)	SPECIFIC ANTICIPATED HAZARDS	CONTROLS	RAC

2014 EM385-1-1) UFGS 103526 11/15
Activity Hazard Analysis (AHA)

EQUIPMENT TO BE USED	TRAINING REQUIREMENTS & COMPETENT AND/OR QUALIFIED PERSONNEL'S NAME(S)	INSPECTION REQUIREMENTS
<p>UFGS 013526 11/15 1.9 Government reserves the right to require the Contractor to revise and resubmit the AHA if it fails to effectively identify the work sequences; specific anticipated hazards, site conditions, equipment, materials, personnel and the control measures to be implemented.</p> <p>UFGS 013526 1.9.1 Review the AHA list periodically (at least monthly) at supervisory safety meetings, update when procedures, scheduling or hazards change.</p> <p>UFGS 013526 1.9.2 Each employee performing work...must review the AHA and sign a signature log for that AHA prior to starting work. The SSHO must maintain a signature log on site for every AHA</p>		

Supervisor Reviewed:		<u>NAVFAC FE JOB HAZARDS ANALYSIS</u>	
		JHA Title Here	
Specific Location:		CODE:	Rev 1/2019
		WORK ORDER:	
Scope of Work: Please list the scope of work in this area.			
Scope of Work: Please list the scope of work in this area.			
Tasks being Performed	Potential Safety Risks/Hazards	Safety Controls / Mitigations	
Please list the tasks identified from the scope of work from above in this area.....	Please list the hazards associated with the tasks being performed in this area.....	Please list the Controls associated with the hazards from the tasks being performed in this area.....	

Employee Signatures:	Date:

Employee Signatures:	Date:

Employee Signatures:	Date:

A signed copy of this JHA shall be posted while NAVFAC personnel are working on-site and be available to any employee upon request.

ENERGIZED ELECTRICAL WORK PERMIT

BRIEF

**INSERT CONTRACTORS or NAVFAC SHOP NAME HERE
AND TITLE OF THE JOB**

Insert Date:

Encl 6

Insert Contract and Location



Note: This slide will not apply for NAVFAC FE In House Workforce

Project Data

Award Date:

Original CCD:

Current CCD:

Award Value:

Current Value:

- **Insert photo of exact site location where energized work will take place**

Description

Contract includes removing and replacing.....

Status

State current status of contract

OSHA Regulation on Energized Work



29 CFR1910.333(a)(1) requires that live parts be de-energized before a potentially exposed employee works on or near them. OSHA believes that this is the preferred method for protecting employees from electrical hazards. The employer is permitted to allow employees to work on or near exposed live parts only:

- If the employer can demonstrate that de-energizing introduces additional or increased hazards, or
- If the employer can demonstrate that de-energizing is infeasible due to equipment design or operational limitations.

Purpose of Energized Electrical Work



Describe the purposes of your energized electrical work permit:

Area of Work



- **Mark impact area on map and insert here (satellite maps work well for this)**

Denied Outage Background



State the history of why an outage was not approved:

Energized Electrical Scope of Work



**Scope of Work to be Performed on Live Energized Circuits or
Equipment :**

Photos of Electrical Equipment



Insert photos of exact work area:

Safety Plan Brief



EXAMPLE:

- **Use of Qualified Electrician to verify electrical energized hazards and ensure safe working conditions**
- **Site Safety Manager will be on site at all times while work is performed**
- **All employees are trained and certified as qualified electricians Proof of training has been verified.**
- **Go/ No Go along with the AHA/JHA will be reviewed and used prior to and during work**
- **Specific task PPE will be worn by all workers. Which includes 40 Cal Arc Flash suit.**

Safe Work Practices



EXAMPLE:

- Contractor will ensure workers safety by:

.....

.....

.....

- Contractor will ensure public safety by:

.....

.....

.....

Emergency Plan



EXAMPLE:

- Is the standby person CPR training?
- Is the required emergency equipment available?
- Where is it?
- Where is the nearest phone?
- Where are emergency numbers posted?
- Where is the fire alarm?
- Is confined space rescue available?
- What is the exact work location?
- How is the equipment shut off in an emergency?
- Where is the fire extinguisher?
- Are radio communications needed and available?

Work will remain stopped until NAVFAC FE, CO formally authorizes work to restart

Summary



Examples:

- Every effort has been made to limit the duration and exposure to workers energized electrical work.
- Contractor to install, pre-assemble, and stage components prior to working on energized electrical equipment, to maximum extent possible.
- Qualified and Competent Personnel will be on site to oversee and perform work.
- Safety Plan will be reviewed by all parties involved each day prior to the start of work.
- Contractors SSHO/SSM will be on site at all times while work is being performed to monitor safety and ensure steps are followed according to the Go/No Go Checklist.