

**Navy Public Works Center
Detachment Philadelphia
STANDARD OPERATING PROCEDURE**

**Care and Issuance
High Voltage Gloves**

PROCEDURE NUMBER 500. 42

DISCLAIMER: These Standard Operating Procedures (SOP) are for the exclusive use of NAVY PUBLIC WORKS CENTER (PWC) NORFOLK DETACHMENT PHILADELPHIA. They are promulgated as guidance for other NAVFAC COMMANDS. If intended to be used by other Activities, they must be tailored to each Activities particular requirement and must be reviewed/approved by the activities Safety Professionals prior to use.

Prepared By: _____ ***(Date)***

Approved

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Officer in Charge _____ ***(Date)***

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HIGH VOLTAGE INSULATED RUBBER GLOVES

Reference:(a) OPNAV P 45-117-6-98
(b) PWCNORVINST 600HVE 013
(c) ASTM Standard F 1236

1. **Purpose :**

To establish a policy for procedures, standards and practices for maintenance, care and use of High Voltage Insulating Rubber Gloves and Blankets. These procedures and standards are to be utilized when the high voltage insulated rubber gloves and blankets are used in the operation of high voltage circuit breakers (open or closing) switching, pulling of high voltage fuses, or any maintenance, inspecting, repair or testing to fuses, buss bars, circuits, breakers etc.

2. **Policy :**

- a. Only authorized high voltage electricians shall perform work or maintenance to high voltage breakers, switches or switchgear, wearing or using high voltage insulating rubber gloves, blankets or sleeves.
- b. Certified rubber-insulating gloves with protective leathers must be worn when operating high voltage circuit breakers, switches, pulling or installing high voltage fuses, Installing leads for fault locating, installing grounds or using hot (hi-pot) sticks. And, any other testing, inspecting or maintenance procedures that could have the potential to place an individual in close proximity of high

voltage.

MAINTENANCE AND CARE

1. The specific requirements listed below apply to insulating rubber gloves, blankets and sleeves.
 - a. Maxim uses voltages:

1. Class 0	1,000 volts
2. Class 1	7,500 volts
3. Class 2	17,000 volts
4. Class 3	26,500 volts
5. Class 4	36,000 volts
2. **All insulating rubber gloves and blankets shall be inspected before each day's use and immediately following any incident that can reasonably be suspected of having caused damage.**
3. **The inspection should included:**
 1. Visually inspect for holes, punctures, cuts, tears, or splits
 2. Check for texture changes such as: swelling, softening, hardening, or becoming sticky or inelastic.
 3. Outdated equipment
 4. Or any other defect that may damage the insulating properties.
4. **Care**
 1. Insulating gloves and blankets shall be stored in such a location and in such a manner as to protect it from light, temperature extremes, excessive humidity, ozone, an other injurious substances and conditions.
 2. Protective leather gloves shall be worn over the insulating gloves, Except with class 0 gloves (1000 volts), Under limited use conditions, where small equipment and parts manipulation necessitate unusually high finger dexterity.
 3. Extra care is needed in the visual examination of the glove

and in the avoidance of handling sharp objects.

4. ASTM Standard F 1236 – Visual Inspection of Electrical Protective Rubber Products should be consulted for any additional information of the inspection process.
- 5. Employees Responsibilities:**
 1. Visually inspect gloves and blankets before each use
 2. Immediately hand in damaged gloves or blankets to supervisor
 3. Immediately hand in outdated gloves or blankets to coordinator
 4. Store in dry, cool location
 5. Do not use in an improper manner
 6. Practice safe work habits
 7. Keep gloves certified, by turning them in every **3 months** for re-issue and re-certification.
- 6. Supervisor's Responsibilities:**
 1. Ensure each employee has a pair of certified rubber insulated gloves when engaged in high voltage electrical work
 2. Ensure each employee turns in any damaged gloves or blankets
 3. Ensure each employee keeps their gloves certified
- 7. Care, Storage and Certification:**
 - a. High Voltage Gloves and Insulating Blankets will be stored in the tool rooms for issuance.
 - b. The tool room attendant will maintain an inventory and log on all High Voltage Gloves and Insulating Blankets.
 - c. The tool room attendant will forward a re-certification list to the Energy Control Program Manager (Joseph Polidoro) Every 3 months.
 - d. The Energy Program Manager will forward the list to the Shop Planning office, to issue a contract for re-certification.
- 8. Any pair of gloves that has not been issued (where the seal is not broken on the box) within six months from the initial certification date marked on the box must be turned in for re-certification.**

9. Insulating blankets must be re-certified every six months.