

**PWC
DET PHILA.
CODE 500**

**Standard Operating
Procedure
For
High Voltage Electric
Switching or Breaker
Operations**

Prepared By: <i>Frank Muser</i>	Approved By: <i>Charles A. McKey</i> 3-18-99
Code 500 SOP #31	Code 500 Date HVE # 2

Standard Operating Procedure
Switching or Breaker Operations

- References:
- (a) 1910.333
 - (b) 1910.147
 - (c) OPNAV P-45-117
 - (d) PWC PHILA INST. ENERGY CONTROL
 - (e) PWC PHILA. SOP 500.32

Purpose: To establish procedures and practices for standard (opening and closing) switching and breaker operations . It is PWC PHILA. intent to have only qualified high voltage electricians operate breakers and switches by following all safety requirements set forth as per the above references.

Policy: Only authorized high voltage electricians shall perform any opening, closing operations or perform any repairs on any high voltage breaker or switch.

PPE:

- Nomex coveralls
- Nomex hood
- Approved face shield
- Gloves - rubber, Nomex
- Safety glasses and shoes
- Approved voltage indicating equipment

1. Before any servicing , repair, maintenance etc. is conducted the high voltage electrician must ensure:
 - Follow all safety and energy control procedures as per the above references.
 - Obtain and know the energy control procedures of the system.
 - Knows hazards involved,
 - Obtained written approval for the shutdown according to their site /facilities specific written load isolating instructions.
 - Notified supervisor of shutdown
 - Notify load dispatcher
 - Notify persons affected of shutdown
 - The system is properly isolated by removing secondary voltages, transformers, control circuits.
 - All approved grounds are applied.
 - PPE as per paragraph 4 is available and in place.

2. Before any operation such as Opening and Closing of breakers or switches the High Voltage Electrician must ensure:
 - There is written approval
 - Supervisor is notified
 - He is familiarized with the system
 - Has knowledge of correct operation procedures
 - Has proper PPE

3. Supervisor's Responsibilities
 - Only assign authorized employees
 - Conduct job safety briefing
 - Read all pertaining SOPs
 - Conduct work site inspections
 - Ensure proper PPE is worn at all times
 - Notify affected areas of power shutdown
 - Ensure compliance