

ELECTRICAL SAFETY POLICY

I. PURPOSE

The Management of Starlite Communications Inc (SCI) is committed to workplace safety and health. This policy is to ensure SCI employees comply with regulatory requirements related to electrical work and safety.

II. SCOPE

This policy applies to any employee working on or near wiring, installing electrical equipment, and installation of optical fibre cable near electrical wiring.

III. GENERAL

All electrical equipment, insulating materials and conductors shall be suitable for its use, and certified by *The Canadian Standards Association (CSA)*.

All defective, damaged, or malfunctioning electrical equipment or devices must be immediately removed from service.

Flammable materials must not be stored near electrical equipment.

IV. DEFINITIONS

Qualified Person – One who has the skills and knowledge related to the construction and operation of electrical equipment and installations and has received safety training on the hazards involved.

Unqualified Person – One with little or no such training related to electrical equipment and safety.

Lockout/Tagout – refers to specific practices and procedures to safeguard employees from unexpected energization or startup of machinery and equipment, or the release of hazardous energy during service or maintenance.

V. RESPONSIBILITIES

A. Supervisors

1. Anticipate all work hazards (see Field Level Risk Assessment) and utilize all safeguards as necessary.
2. Ensure that all employees in the Technical and Tower Divisions are properly trained, instructed in the safe operation of electrical equipment and are aware of all hazards associated with the use of these electrical devices.
3. Initiate any necessary administrative action required to enforce safety practices.
4. Ensure qualified employees are capable of handling their specific job duties.
5. Ensure only qualified/competent persons perform electrical work.
6. Provide technical assistance in defining hazardous operations, designating safe practices and selecting proper tools and devices.
7. Evaluate potential electrical hazards during pre-job visits to insure compliance with existing policy and other safety guidelines.
8. Ensure that employees use or wear the equipment, protective devices, or clothing required.
9. Ensure non-conductive ladders (fiberglass) are used.
10. Prior to performing any electrical work, ensure that the Lockout/Tagout Policy is adhered to (see procedure Lockout/Tagout Policy).
11. Report any breaches of policy to management.

B. Employees

1. Follow SCI's electrical safety policies/procedures and the instructions of their supervisor.
2. Bring to the attention of their supervisor and/or SCI management potentially hazardous situations such as discrepancies between instruction, policies, procedures, faulty equipment, etc.

3. Recognize that malfunctioning electrical equipment must be repaired or replaced before use.
4. Ensure all electrical cords on tools and extension cords are in good condition.
5. Ensure the ground prong is present and in good condition on extension cords and electrical equipment. Do not use extension cords or equipment where the ground prong has been damaged or removed.
6. Do not use electrical equipment or tools in wet areas. If electrical tools or extension cords become wet, do not continue to use them. Ensure they are fully dried before put back into use.
7. Ensure that portable electrical equipment is equipped with ground fault circuit interrupters (GFCI).
8. Unplug electrical equipment by pulling on the plug, not the cord.
9. Must use or wear the equipment, protective devices, or clothing that SCI requires to be used or worn. Personal Protective Equipment (PPE) must be worn for protection from electrical shock and/or arc flash.
10. Use non-conductive ladders (fiberglass).

C. Management

1. Ensure all supervisors and workers are provided with training and education to protect their health and safety.
2. Ensure supervisors and workers are trained on procedures to be followed in the event that a worker, or other person, comes into contact with an energized electrical conductor.
3. Incorporate preventative measures in all function and activities which there may be some incident or accident with health-related consequences.
4. Ensure that employees use or wear the equipment, protective devices, or clothing required.
5. Hold a debriefing when an electrical incident or near miss event occurs.
6. When required, submit all appropriate documentation to *The Worker's Compensation Board of Manitoba*.

VI. ELECTRICAL SHOCK: FIRST AID

The danger from an electrical shock depends on the type of current, how high the voltage is, how the current traveled through the body and how quickly the person is treated.

Whenever a worker or other person comes into contact with an energized electrical conductor immediately call 911 if any of these signs or symptoms occurs:

- Cardiac Arrest.
- Heart rhythm problems.
- Respiratory failure.
- Muscle pain and contractions.
- Burns.
- Seizures.
- Numbness and tingling.
- Unconsciousness.

While waiting for medical help to arrive, follow these steps:

1. Look first. Don't Touch: The person may still be in contact with the electrical source. Touching the person may pass the current through you.
2. Turn off the source of electricity, if possible: If not, move the source away from you and the person using a dry, nonconducting object made of cardboard, plastic, or wood.
3. Check for signs of circulation: If absent, begin CPR immediately.
4. Prevent Shock: Lay the person down and, if possible, position the head slightly lower than the trunk with the legs elevated.

VII. ANNUAL REVIEW

Annual review of this policy and procedures will be conducted by SCI Management.