PURPOSE

The purpose of this program is to assure that the Company’s “Grounding Conductor Program” covers all electrical cords, building and structural receptacles & equipment connected by electrical cord sets that are used by employees.

1. DEFINITIONS
2. Ground Fault: refers to a receptacle or outlet as they are more commonly known, that detects if electrical current escapes from the intended flow.
3. Circuit Interrupter: refers to an electrical outlet that will trigger an automatic shutoff or reset switch within the circuit flow to protect personnel from any escaping electricity.
4. ONSITE COMPANY REQUIREMENTS
5. The Onsite Supervisor shall designate one or more competent persons to establish and maintain the requirements of this program in accordance with 1926.32(f). Any equipment that does not meet these requirements shall be prohibited from being used by Company employees. Damaged items shall not be used until repaired.
6. The Onsite Supervisor shall ensure that a GFCI is provided for all electrical cords, receptacles, attachment caps and equipment connected by electrical cord sets.
7. The Onsite Supervisor shall have available a copy of this written program at the job site for any affected employee, customer representative or government agency such as the Assistant Secretary.
8. All equipment grounding conductors shall be tested for continuity & shall be electrically continuous.
9. Each receptacle & attachment cap or plug shall be tested for correct attachment of the equipment grounding conductors.
10. The equipment grounding conductor shall be connected to its proper terminal;
* Before each use,
* Before equipment is returned to service following any repairs,
* Before placing back in service following an inspection due to possible damage, and
* At intervals not to exceed 3 months, except that cord sets & receptacles which are fixed & not exposed to damage shall be tested at intervals not exceeding 6 months.
* Tests performed as required by this program shall be recorded as to the identity of each receptacle, cord set, & cord & plug connected equipment that passed the test and shall indicate the last date tested or interval for which is was tested. Records shall be kept by means of logs, color coding, or other effective means & shall be maintained until replaced by a more current record. These records shall be made available at the job site for inspection by any affected employees or Assistant Secretary.
1. EMPLOYEE TRAINING

The Company’s training program will cover at a minimum:

1. The proper use and inspections of all Ground Fault Circuit Interrupters;
2. The GFCI's roll in the electrical system: If the electrical system is working properly, the GFCI reset switch remains "on" or in the open position indefinitely. If the GFCI outlet detects a loss of current, meaning electricity has found an alternate path, then the GFCI switches "off" in a matter of milliseconds to shutoff the flow of electricity;
3. Minimum Distances: At a minimum, any outlet or switch within 5-feet of a water source shall be equipped with GFCI protection.
4. Equipment Inspections: daily visual inspection shall be conducted to determine any external defects or indications of internal damage prior to use. Inspections shall cover electrical cords, receptacles, attachment caps & any other equipment connected by electrical cord sets. Damaged items such as electrical cords with missing prongs or insulation damage shall be removed from service until properly repaired.
5. RECORDKEEPING

Tests performed as required by this program shall be recorded as to the identity of each receptacle, electrical cord set & connected equipment that passed the test and shall indicate the last date tested or interval for which is was tested. This record shall be kept by means of logs, color coding, or other effective means & shall be maintained until replaced by a more current record. These records shall be made available at the job site for inspection by the Assistant Secretary & any affected employees.

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| **Reviewed and Approved** |
| Quality Manager or President |   |   |
|   | Date |