**Appendix A: Energized Electrical Work Permit (Page 1 of 2)**

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| **Part I: To be completed by the requester or supervisor of the job** |
| (1) Identify requester: Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Unit:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| (2) Job location: |
| (3) Description of work to be done: |
| (4) Explain why the circuit cannot be deenergized or the work delayed until the next scheduled outage: |
| (5) Signature of requester:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Part II: To be completed by the qualified person(s) completing the work** |
| (6) Description of circuit and equipment: |
| (7) Detailed description of procedure to be used in performing the above work: |
| (8) Safe work practices to be used: (Check all that apply)   |  |  | | --- | --- | | Boundaries | Barriers - Non-conductive covers/blankets | | Voltage rated tools | Attendant | | PPE |  OTHER – (Describe) | | LOTO other circuits/tools | |
| (9) Maximum Voltage that will be exposed: |
| (10) What rating is the upstream protective device? (Amperage): |
| (11) Limited and Restricted Boundaries for shock hazard: Refer to the arc flash label (if present), if not see Appendix B of this program or Table 130.4(E)(a) or (b) in the NFPA 70E 2024 standard.   * Limited boundary =\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Restricted boundary = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| (12) Determination of flash protection boundaries:   Refer to the arc flash label (if present), if no label, see Appendix D of this program or if task is not listed in Appendix D see Table 130.7(C)(15)(a) or (b) in the NFPA 70E 2024 standard.   Tasks not listed must be calculated by Electrical Engineer. Calculation Results: \_\_\_\_\_Ft \_\_\_\_\_\_inches |
| (13) Arc flash PPE Category (See Appendix D of this program): |

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| (14) PPE required to safely perform the task: (Either Appendix E of this program OR tables 130.7(C)(15)(c) in the NFPA 70E 2024 standard)  - **Check all that apply.**  - **Circle class of PPE and minimum calorie rating where applicable.**   |  |  | | --- | --- | |  Voltage rated gloves – class 00, 0, 1, 2, 3, 4 |  Long sleeve shirt (non-melting) | |  Voltage rated tools |  Long pants (non-melting) | |  Safety glasses or goggles |  Long sleeve Arc Rated shirt - Calorie rating 4, 8, 25, 40 | |  Hearing protection |  Long Arc Rated pants - Calorie rating 4, 8, 25, 40 | |  Hardhat - (Class C up to 2,200 Volts / Class G up to 20,000 Volts) |  Arc Rated coveralls- Calorie rating 4, 8, 25, 40 | |  Hardhat with flame retardant liner - (Class C up to 2,200 Volts / Class G up to 20,000 Volts) |  Arc Rated jacket or rainwear- Calorie rating 4, 8, 25, 40 | |  Leather boots/shoes |  Flash suit- Calorie rating 4, 8, 25, 40 | |  Protector gloves worn over voltage rated gloves |  Flash hood - Calorie rating 4, 8, 25, 40 | |  Dielectric over-boots/shoes |  Arc rated face shield & Balaclava – Arc flash PPE Category 2 | |  |  OTHER: | |
| (15) Method used to restrict access to the work area:   Safety Signs and Tags (tape, barricade)   Attendant |
| (16) Will a job briefing be completed that covers all of the following items?  Yes   |  |  | | --- | --- | | Hazards associated with the job | Energy source controls | | Work procedures involved | PPE | | Special precautions | Tools (Insulated fuse holder handling equipment, insulated hand tools, ETC). | | Emergency response plan (contacts, AED location, nearest phone, fire extinguisher locations, etc.) | Other |   Do you agree the above work can be done safely?  Yes (Forward to EHS) No (Return to requester) Note that additional information may be requested by the PSU Electrical Safety Committee.  Qualified Person performing work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Qualified Person performing work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Attendant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Qualified Person’s Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Part III: To be completed by members of PSU Electrical Safety Committee** |
| **Approvals:**  Safety Officer: Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Commonwealth Services Representative (if at Campus): Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Electrical Engineer (from OPP): Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_  EHS (program manager/or Occupational Safety & Health Manager: Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Permit Expiration Date:** |
| ** Approved  NOT Approved** |