

POLICY

E & B Oilfield Services Inc. will use Ground Fault Circuit Interrupters (GFCI) on all job sites when possible. When GFCI equipment is infeasible, the Assured Equipment Grounding Conductor Program (AEGCP) with the following guidelines, procedures, engineering controls and work practices will be enforced to eliminate injuries from malfunctions, improper grounding and defective electrical tools and systems.

RESPONSIBILITIES

Kirk Duncan is the Competent Person in charge of the AEGCP.

TRAINING

Kirk Duncan will provide training to ensure that the grounding requirements, purpose, function and proper use of tools to be used in the normal function of their jobs are understood by employees and that the knowledge and skills required for the safe application and usage are acquired.

PROCEDURES

- A written description of this program is available on the job site for inspection or copying by OSHA and any affected employee from Kirk Duncan upon request.
- This AEGCP applies to all E & B Oilfield Services Inc. sites, covering all cord sets and receptacles that are not part of the building or structure, and equipment connected by cord and plug which are available for use or used by employees.
- E & B Oilfield Services Inc. will not provide or allow employees to use equipment that does not meet the AEGCP requirements.

Installation

Equipment grounding conductors will be installed as follows:

All 120-volt, single-phase, 15- and 20-amp. receptacles will be of the grounding type and their contacts will be established by connection to the equipment-grounding conductor of the circuit supplying the receptacles in accordance with the applicable requirements of the National Electrical Code.

All 120-volt cord sets (extension cords) will have an equipment-grounding conductor that will be connected to the grounding contacts of the connector on each end of the cord.

The exposed noncurrent-carrying metal parts of the 120-volt cord and plug-connected tools and equipment that are likely to become energized will be grounded in accordance with the applicable requirements of the National Electrical Code.

Inspections and Tests

Each day, before use, employees are required to visually inspect each extension cord, or other device and any equipment connected by cord and plug, for external defects, such as deformed or missing pins or insulation damage, and signs of possible internal damage. Cord sets, devices, and receptacles that are fixed and not exposed to damage are exempt from this inspection. Employees are prohibited from using damaged or defective equipment. Any equipment found to be damaged or defective will be immediately tagged “DO NOT USE” and removed from service.

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

Testing Schedule

All required tests will be performed by a competent person: All equipment grounding conductors will be tested for continuity and will be electrically continuous. Each receptacle and attachment cap or plug will be tested for correct attachment of the equipment grounding conductors. The equipment grounding conductor will be connected to its proper terminal:

- Before first use
- Before equipment is returned to service following any repairs
- Before equipment is used after any incident that can be reasonably suspected to have caused damage (for example, when a cord set is run over)
- At intervals not to exceed three (3) months, except that cord sets and receptacles that are fixed and not exposed to damage will be tested at intervals not exceeding six (6) months

Test Records

- A log will be kept on the job site of all tests performed. These records will be kept until replaced by a newer record. The log will include:
 - Pass/Fail record of each receptacle, cord set and cord- and plug-connected equipment that was tested
 - Date of testing or test intervals
 - The equipment will be marked with the test date, or a color-coded tape will delineate the most recent test, for example

WINTER	White
SPRING	Green
SUMMER	Red
FALL	Orange

TRAINING RECORD

Trainer:	
Signature:	
Date:	
Content of Training:	
Attendees	
Print Name:	Signature:

