



# ASSURED EQUIPMENT GROUNDING

Innovations Manufacturing, Inc. (the Company)

Version: 2

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## Purpose

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The purpose of this program is to provide procedures and guidelines to eliminate all injuries resulting from possible malfunctions, improper grounding and/or defective electrical tools. This program applies to all sites, employees and contractors, and shall be used on all Company owned and/or controlled premises.

## Definitions

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**Competent Person** - one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

**Ground Fault Circuit Interrupter** - a device for the protection of personnel that functions to de-energize a circuit or portion thereof within an established period of time when a current to ground exceeds some predetermined value that is less than that required to operate the overcurrent protective device of the supply circuit.

## Responsibilities

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Supervisors are designated as competent persons for the Assured Equipment Grounding Conductor Program and are responsible for program execution. One or more competent persons must be designated (as defined in 1926.32(f)) to implement and execute the program.

Employees are responsible for following the requirements of this program, to perform visual inspections and to take defective equipment out of service.

## Procedures and Guidelines to Eliminate Injuries

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The following procedures and guidelines are designed to eliminate all injuries resulting from possible malfunctions, improper ground and/or defective tools.

### Assured Grounding Site Program Requirement

An assured grounding conductor program must be implemented on all Company sites covering all cord sets, receptacles which are not part of the building or structure & equipment connected by cord and plug which are available for use or used by employees.

### Ground Fault Circuit Interrupters

All 120-volt, single-phase 15 and 20 ampere receptacle outlets at all Company sites, which are not part of the permanent wiring of the building or structure, and which are in use by employees, shall have approved ground fault circuit interrupters for personnel protection.

- All hand portable electric tools and extension cords shall use a GFCI.
- Additionally, approved GFCI's shall be used for 240-Volt circuits in the same service as described above.
- GFCI's must be used on all 120 volt, single-phase 15 amp and 20-amp receptacles within 6 feet of a sink, damp areas or on installed outdoor equipment.
- The GFCI must be the first device plugged into a permanent receptacle.

### Assured Equipment Grounding Conductor Program

The Assured Equipment Grounding Conductor Program (AEGCP) shall cover all cord sets, receptacles not a part of the permanent wiring of a structure and equipment connected by cord and plug on all temporary and outdoor sites.

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This written description of the program shall be made readily available for inspection and copying by OSHA and any affected employee.

### **Removing Equipment**

Restrictions for the use of equipment that does not meet requirements or if it is found to be defective shall be applied and enforced. Any equipment which has not met the requirements of this program shall not be available or permitted to be used by the Company. Damaged items shall not be used until repaired.

### **How Often Inspection of Cords and Equipment are to be Made**

Daily Visual inspections – The following shall be visually inspected before each day's use for external defects (such as deformed or missing pins or insulation damage) and for indication of possible internal or external damage:

- Cord sets
- Attachment caps
- Plug and receptacle of cord sets
- Any equipment connected by cord and plug (with the exception of cord sets and receptacles which are fixed and not exposed to damage) such as deformed or missing plug, and
- Insulation damage
- Damaged items shall not be used until repaired or shall be discarded.

### **How and When Tests are Performed and What Records are Maintained**

All equipment grounding conductors shall be tested for continuity and shall be electrically continuous.

Each receptacle and attachment cap or plug shall be tested for correct attachment of the equipment grounding conductors. The equipment grounding conductor shall be connected to its proper terminal.

When tests are performed:

- Before each use.
- Before equipment is returned to service following any repairs.
- Before equipment is used such as when a cord has been run over.
- At intervals not to exceed 3 months, except that cord sets and receptacles which are fixed and not exposed to damage shall be tested at intervals not exceeding 6 months.

Tests performed as required by this program shall be recorded in the Company Safety Assessment program in the Electrical and/or Grounding section of the assessment. This record shall be kept by electronic means in the Company online Document Management System (DMS) and shall be maintained for a minimum of five (5) years. These records shall be made available at the job site for inspection by OSHA and any affected employees.

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