

## **Appendix – C**

### **UNC CHARLOTTE ENERGIZED ELECTRICAL WORK PERMIT**

#### **Instructions:**

##### **A. PART I:**

1. The requester shall describe and justify what work they believe needs to be performed energized.
2. The requester shall sign and print his/her title and date the request.

##### **B. PART II:**

1. The electrically qualified person assigned to perform the work shall review the request and evaluate if it is necessary to perform work under energized conditions.
2. If the electrically qualified person concurs that it is necessary to work energized, he/she will then establish the PPE Category (1, 2, 3, 4), the Minimum Approach Safe Distance and establish the technical requirements in Section II to perform the work with proper precautions.

##### **C. PART III:**

1. The permit is submitted to your supervisor and department manager for signature approval prior to starting electrical work.
2. The permit is submitted to the Environmental Health and Safety office ([ehsoffice@charlotte.edu](mailto:ehsoffice@charlotte.edu) or 704-687-5302) once the work has been completed.

## ENERGIZED ELECTRICAL WORK PERMIT

### PART 1: TO BE COMPLETED BY THE REQUESTER

Job/Work Order Number \_\_\_\_\_

**1. Description of circuit/equipment/job location:**

\_\_\_\_\_  
\_\_\_\_\_

**2. Description of work to be done:**

\_\_\_\_\_  
\_\_\_\_\_

**3. Justification of why the circuit/equipment cannot be de-energized or the work deferred until the next scheduled outage:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Requester/Title

\_\_\_\_\_  
Date

### PART II: TO BE COMPLETED BY THE ELECTRICALLY QUALIFIED PERSONS DOING THE WORK

**1. Detailed description of the job procedures to be used in performing the above detailed work:**

\_\_\_\_\_  
\_\_\_\_\_

**2. Description of the safe work practices to be employed:**

\_\_\_\_\_  
\_\_\_\_\_

**3. Results of the shock risk assessment:**

- a. Voltage to which personnel will be exposed: \_\_\_\_\_  
b. Limited approach boundary: \_\_\_\_\_  
c. Necessary shock. Personal, and other protective equipment to safely perform the assigned task: \_\_\_\_\_

**4. Results of the arc flash assessment:**

- a. Available incident energy at the working distance or arc flash PPE category: \_\_\_\_\_  
b. Necessary arc flash personal and other protective equipment to safely perform the assigned task: \_\_\_\_\_  
c. Arc flash boundary: \_\_\_\_\_

5. Means employed to restrict the access of unqualified persons from the work area:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Evidence of completion of a job briefing, including discussion of any job related hazards:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Do you agree that the above described work can be done safely? \_\_\_Yes \_\_\_ No (If no, return to requester.)

\_\_\_\_\_  
Electrically Qualified Person(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Electrically Qualified Person(s)

\_\_\_\_\_  
Date

**PART III: APPROVAL(S) TO PERFORM THE WORK WHILE ELECTRICALLY ENERGIZED**

\_\_\_\_\_  
Department Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Manager

\_\_\_\_\_  
Immediate Supervisor

Send a copy to the Environmental Health & Safety office ([ehsoffice@charlotte.edu](mailto:ehsoffice@charlotte.edu), 704-687-5302 once work has been completed.

