



Safe Work Procedure RECEPTACLE CHANGE

Department and Program: Physical Plant Maintenance- Electrician

Date First Approved: October 2018

Date Updated: February 2023 Version 2.0 SWP-PP-ELE-005

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so.

Required Training

Read and understand safe work procedures.

Must possess a journeyman electrician license

Must have dexterity and knowledge in the use of misc. trades tools.

Trained in lock out tag out procedures

Required Personal Protective Equipment and Devices



Eye Protection Required



CSA Approved Safety Footwear Required

Potential Hazards

- Electrical shock

Pre-Operational Safety Checks

- Ensure workspace is clearly indicated and is free from hazards.
- Ensure your surroundings do not become a hazard to you while focusing on your project.
- Set up barricades and or safety ribbon to isolate patrons from your work space.

Prohibited Activities

- Do not Smoke (Fire Hazard)
- Ensure proper receptacle is being installed.
- Do not consume alcohol or drugs that may dull senses and judgement.

Safe Work Procedure

1. Put on all required personal protective equipment.
2. De-energize power to outlet.
3. Use proper lock out tag out procedures.

CAUTION: Check with meter to ensure power is off.

4. Remove plug cover and defective outlet.
5. Install new outlet and replace cover.
6. Re-energize circuit and check with meter at plug to confirm proper values.

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure the area is safe, clean and tidy before you leave it.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

- Operator's Manual

CSA Standards:

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Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment

Date Written: 2016/12/15

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Date Revised:

Approved By: Michael McCormick, Director of Physical Plant

Signature: _____



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