

EM 01

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HIGH VOLTAGE ELECTRICAL VAULT ACCESS

I. PURPOSE

The purpose of this protocol is to ensure the safety for University and contract personnel requiring entry into the high voltage electrical vaults. This document will define the proper the procedure for a controlled entry and expectations of all work performed within the high voltage electric distribution.

II. GENERAL

The University of New Mexico has an underground high voltage distribution network of 12,470 volts. . In order to ensure the safety and security of University and contract personnel we have developed specific access procedures.

III. REQUIREMENTS

1. Electrical Vault

1.1 Contact the Utilities Electrical Supervisor (277-1396) to request access of a high voltage electrical vault. The following information is required before access will be approved. This information will be recorded on the “Electrical Vault Work Authorization Request Form.”

1. University entity and/or Company Name
2. Purpose and scope of work
3. Drawings of project
4. Primary contact and number of personnel entering Electrical Vault
5. Location of work
6. Start date and duration of the project
7. Proposed quality assurance
8. Supply copy of NMCID licensure for all “Qualified” Personnel.

1.2 The Utilities Electrical Supervisor will review request and verify all information and certifications are correct.

1.3 After the “Electrical Vault Work Authorization Request Form” is complete, it will be submitted to “Ford Utilities Management.” Management authorization should be obtained from one of the following individuals before work is to start (one is required in the following order):

1. Utilities Maintenance Manager
2. Associate Director, Utilities
3. Utilities Engineer

4. Utilities Operations Manager

2. Daily Access after Authorization Granted

- 2.1. All parties working in the electrical vault must notify the “Utilities Electrical Supervisor” (277-1396) and the “Plant Operations Department”, either in person (Ford Utilities, Room 114) or by telephone (277-1144) prior to entry and when exiting the electrical vault.
- 2.2. Plant Operations will enter the appropriate information in “Engineering Log” when qualified personnel either enters or exits the electrical vault.
- 2.3. The primary responsible party is to ensure all who enter the vault, also exit the vault.
- 2.4. Vault covers are to be secured at the end of the day. Security and safety is not to be compromised.
- 2.5 Jobs are to be cleaned up at the end of each day.

3. Precautions

- 3.1 The electrical vault is considered confined space. Personnel entering the space should use UNM’s confined space procedure or a contractor may use their own procedure if it has been approved by UNM’s Safety and Risk Services (SRS) prior to all work being started.
- 3.2 If energy sources are to be secured, then personnel should use UNM’s Lockout/Tagout procedures or a contractor may use their own procedure if it has been approved by UNM’s Safety and Risk Services (SRS) prior to all work being started.
- 3.3 The “buddy system” will be used by personnel working in a University electrical vault.
- 3.4 When welding is to be performed, proper burn permits are to be filled out and proper ventilation is to be provided during these activities.
- 3.5 Isolation or securing of any utility system is to be done by Utilities Personnel only.
- 3.6 Be aware of your surroundings. The vault contains electrical voltages up to 12,470 volts. This is an extremely hazardous environment. Caution and awareness is required to prevent injury.

- 3.7 Personal Protective Equipment (PPE) are to be used in the electrical vault. PPE's included but are not limited to; hard hat, safety shoes, safety glasses, electrical specific protective clothing/suits and gloves.
- 3.8 Report any problems or hazards to the Utilities Electrical Supervisor at 277-1396 or to Utility Operations Supervisor at 277-1144.

IV REFERENCES

1. UNM Tunnel Security Policy Memorandum from Julie Weaks dated June 11, 1999
2. Safety and Risk Services (SRS) – Entry Plan for Steam Tunnels

V ATTACHMENTS

1. Electrical Vault Authorization Request Form
2. Daily Entry Log Sheet

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