

 DEE CRAMER HEATING / COOLING / SHEET METAL Dedicated People. Delivering Quality.	Dee Cramer, Inc.		Doc No:	ELECTGRND
	Safety Management System		Initial Issue Date:	1/1/2017
			Revision Date:	6/22/2026
ELECTRICAL EQUIPMENT GROUNDING ASSURANCE			Revision No.	1.0
			Next Review Date:	6/22/2029
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Purpose

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 owned premises and all job sites.

Scope

This program is applicable to all employees and covers all cord sets, receptacles not a part of the permanent wiring of a structure and equipment connected by cord and plug on all construction and maintenance sites.

Definitions

Competent Person - one who can identify 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 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

Supervisors/Managers

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

Employees

- Responsible for following the requirements of this program, to perform visual inspections and to take defective equipment out of service.

Assured Grounding Site Program Requirement

An assured grounding conductor program must be implemented on all Dee Cramer 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 on construction or maintenance 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.

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- Additionally, approved GFCI's shall be used for 240-Volt circuits in the same service as described above.
- The GFCI must be the first device plugged into a permanent receptacle.
- The GFCI must be tested before each use by depressing the test button on the GFCI.

Inspection Requirements

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 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

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.

How to test:

GFCI Cord/Pigtail

- *Before each use –*
 - Press the test button on the Pigtail.
 - It should trip the GFCI, not the circuit in the building.
 - Press the reset button to re-energize.
- *For quarterly tests –*
 - Plug GFCI Tester into the pigtail.
 - Make sure the correct lights on the tester light up per the diagram on the tester.
 - Then press the test button on the tester, it should trip the circuit on the GFCI pigtail only.
 - Press the reset button to re-energize.

Extension Cord

- Plug GFCI Tester into the end of the extension cord.
- Plug the cord into a power source.
- Confirm the correct lights on the tester are lit per the diagram.
 - *DO NOT PUSH THE TEST BUTTON*, it could trip the breaker.

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Restricted, Damaged or Defected Equipment

Restricted equipment shall not be used and replaced. Any equipment which has met the requirements of this program shall not be available or permitted to be used by Dee Cramer. If the equipment is not fit for purpose, it shall be removed from service, red tagged and returned to the warehouse for repair/replacement.

Damaged or defective items shall not be used until repaired or shall be discarded.

Damaged or defective items shall be tagged "DO NOT USE", removed from service until repaired and tested. 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.

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Management of Change		
Date	Description of Change	Name
6/22/2026	General flow of the policy updates.	Madelyn Nichols