	ASSURED GROUNDING CONDUCTOR PROGRAM	Document No.:	HSE-OP-027
		Department:	Operations
		Revision Date:	05 APR 2010
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Purpose

It is the policy of Trinity Medical Management ("Trinity") to establish and implement an assured equipment grounding conductor program on construction sites covering all cord sets, receptacles which are not a part of the permanent wiring of the building or structure, and equipment connected by cord and plug which are available for use or used by employees. This policy will apply to all construction sites not equipped with ground fault circuit interrupters in accordance with applicable OSHA standards.

The Company will not make available or permit the use by employees of any equipment which has not met the requirements of this program.

A written description of the program including the specific procedures adopted by the Company will be available at the job site for inspection & copying by the Assistant Secretary & any affected employee.

Administrative Duties


The Training and Compliance Manager has been designated the competent person(s) to implement the program. The competent person(s) are responsible for developing and maintaining this written Grounding Conductor Program.

They are qualified, by appropriate training and experience that is commensurate with the complexity of the plan, to administer and oversee our Grounding Conductor Program and conduct the required evaluations of plan effectiveness.

Supervisor Responsibilities

Supervisors are designated as competent persons to implement the assured equipment grounding conductor program. Supervisors will be responsible and accountable for the following:

- Each cord set, attachment cap, plug and receptacle of cord set and any equipment connected by cord and plug, except cord sets and receptacles which are fixed and not exposed to damage, will 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. Equipment found damaged or defective may not be used until repaired.
- Supervisors are responsible for tests on all cord sets, receptacles which are not a part of the permanent wiring of the building or structure, and cord and plug connected equipment repaired to be grounded. Tests will be documented on the log for assured equipment grounding conductor program and will be on the job site for inspection by OSHA officials and any affected employee. Equipment that does not meet prescribed test will not be put into service. The following tests will be performed:
 - All equipment grounding conductors will be tested for continuity and will be electrically continuous.

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

Equipment Grounding Conductor Inspection

Each cord set, attachment cap, plug and receptacle of cord sets, and any equipment connected by cord and plug, except cord sets and receptacles which are fixed and not exposed to damage, are visually inspected by Site Supervisor before each day's use for external defects, such as deformed or missing pins or insulation damage, and indications of possible internal damage.

Equipment found damaged or defective is not to be used until repaired, and is to be removed from service immediately by the person finding it and handed over to Site Supervisor.

Equipment Grounding Conductor Testing

The following tests are performed on all cord sets, receptacles which are not a part of the permanent wiring of the building or structure, and cord- and plug-connected equipment required to be grounded:

All equipment grounding conductors are tested for continuity and are electrically continuous.


Each receptacle and attachment cap or plug is tested by (enter your answer) for correct attachment of the equipment grounding conductor. The equipment grounding conductor is connected to its proper terminal.

All required tests are performed:

- Before first use.
- Before equipment is returned to service following any repairs.
- Before equipment is used after any incident which can be reasonably suspected to have caused damage (for example, when a cord set is run over).
- At intervals not to exceed 3 months, except that cord sets and receptacles which are fixed and not exposed to damage will be tested at intervals not exceeding 6 months.

Tests performed as required by this program will be recorded as to the identity of each receptacle, cord set, & cord & plug connected equipment that passed the test and will indicate the last date tested or interval for which it was tested. This record will be kept by means of logs, color coding, or other effective means & will be maintained until replaced by a more current record. These records will be made available at the job site for inspection by the Assistant Secretary & any affected employees.

Trinity does not provide or permit employees to use any equipment which has not met the requirements of this program.

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Colored plastic or vinyl electrical tape is placed on one or both ends of cords and cord- and plug-connected equipment to denote the month that the tests were performed. As an easy reminder of the color of the tape to place on the newly tested cord, remember the color for the start of each calendar quarter by the season:

- White in January for Winter
- Green in April for Spring
- Red in July for Summer, or the 4th of July
- Orange in October for Fall, or pumpkins.

Then add:


- Yellow for the second month in each quarter
- Blue for the third month of each quarter.

Assured Equipment Grounding Conductor Program Color Code			
Month #	Month Tested	Color of tape(s) to apply to cord	
1	January	White	
2	February	White +	Yellow
3	March	White +	Blue
4	April	Green	
5	May	Green +	Yellow
6	June	Green +	Blue
7	July	Red	
8	August	Red +	Yellow
9	September	Red +	Blue
10	October	Orange	
11	November	Orange +	Yellow
12	December	Orange +	Blue

Installation

Equipment grounding conductors will be installed and maintained in accordance with this procedure.

- Installation - Equipment grounding conductors will be installed as follows:
 - All 120 volt, single phase, 15- and 20- ampere receptacles will be of the grounding type and their contacts will be grounded by connection to the equipment grounding

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conductor of the circuit supply the receptacle in accordance with the applicable requirements of the National Electrical Code.

- All 120 volt cord sets (extension cords) will have an equipment grounding conductor which will be connected to the grounding contacts of the connector(s) on each end of the cord.
- The exposed concurrent-carrying metal parts of the 120 volt cord and plug-connected tools and equipment that are likely to become energized will be grounded in accordance with the applicable requirements of the National Electrical Code.
- Visual Inspection
 - Employees will be instructed to visually inspect receptacle, flexible cord sets (extension cords), except those that are fixed and not exposed to damage, and equipment connected by cord and plug before each day's use for external defects such as deformed or missing pins or insulation damage and for indication of possible internal damage. Where there is evidence of damage, the damaged item will be taken out of service and tagged until tested and any required repairs have been made.
- All 120 volt, single phase, 15 and 20- ampere receptacles which are not a part of the permanent wiring of the building or structure, 120 volt flexible cord sets, and 120 volt cord and plug connected equipment required to be grounded will be tested as follows:
 - All equipment grounding conductors will be tested for continuity and will be electrically continuous.
 - Each receptacle and attachment ca or plug will be tested or correct attachment of the equipment grounding conductor. The equipment grounding conductor will be connected to its proper terminal.

Recordkeeping

Tests performed as required in this program are recorded. The test records identify each receptacle, cord set, and cord- and plug-connected equipment that passed the test, and indicate the last date it was tested or the interval for which it was tested.

The TCM is responsible for maintaining these records.

This record is kept by means of an inspection log and color coding. This log is maintained until replaced by a more current record. The record is made available on the job site for inspection by OSHA and any affected employee.