

Portland Community College Safety and Risk Services CHAPTER 6 ELECTRICAL SAFETY APPENDIX D	Safety Standard Operating Procedure Facility Maintenance Services and Departments with Authorized Staff to reset circuit breakers	Resetting Circuit Breakers by Trained Unqualified Personnel, Electrical Safety 5/15/15 VERSION Final 01 page 1
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I. Purpose

To permit unqualified electrical staff authorization, after training, to reset an overloaded circuit breaker no greater than 20 to 30 amps on 120, 208 or 240 voltage systems after safety training in use of proper personal protective equipment and safety procedures.

II. Scope

A reset shall be permitted for circuits of **20 and 30 amps as individual circuits or handle tied** together after a circuit is de-energized by a circuit protective device. The circuit must NOT be manually reenergized until it has been determined that the equipment and the circuit can be safely energized.

This means that the automatic operation of the opening of a circuit (placing the breaker in an "OFF" position), which is caused by an overload rather than a fault condition, MAY BE RESET BY A TRAINED PERSON that is not a qualified electrician. This procedure is accepted in the Oregon OSHA Electrical Standard rule 437-002-1910.334(b)(2). Oregon OSHA policy based on this rule is if employees can verify an overload condition from the de-energized circuit, then no internal examination of the wiring and circuitry is needed before the circuit is reenergized. In this situation, an unqualified employee could reset the breaker if doing so would not expose the employee to electrical parts that are energized above 50 volts.

III. PCC Staff Responsibilities including FMS Personnel and Other Departments that have Authorized Employees:

- A. Authorized employees must complete the safety training for breaker resetting and follow this safe operating procedure.
- B. A listing authorized staff shall be identified by FMS Management and other involved Department managers. The listing shall be made available to Safety and Risk Services for identification of staff requiring the electrical safety training.
- C. **Only authorized personnel shall be provided keys** to the circuit breaker boxes permitted for breaker resetting following this procedure.

IV. Procedure

A. Instructions To Reset a Circuit Breaker

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1. Before electricity can be restored, the circuit breaker must be reset.
2. View the circuit breaker panel and read the labels determining which breaker has tripped and if it is safe to reset.
3. You must turn off or unplug all of the devices that are known to be on the circuit. Not all items can be turned off or cords plugged but an effort needs to be made to reduce the load on the circuit that you are going to reset. Make certain no dangerous condition exists before restoring power.
4. Ensure floor is dry
5. Ensure that there is 3 foot clear space
6. Remove any conductivity jewelry (watches, rings, bracelets on the resetting hand)
7. Put on proper PPE (see section B)

B. PPE Requirements: The following PPE must be worn to protect against a possible arc flash when engaging the breaker:

1. Clothing that is not a fire or melt risks shall be worn this would include untreated natural fiber clothing (cotton, wool or silk).
2. Long sleeve shirt
3. Long Pants
4. Safety Glasses
5. Dry Hands

NOTE: approved arc flash clothing is not being required because there is NO PERMITTED LIVE ELECTRICAL work being performed and only on lower volt and amp circuit breakers. ONLY QUALIFIED ELECTRICIANS WITH PROPER ARC FLASH PROTECTION are permitted to perform live electrical work including opening circuit panel boxes.

C. Re-setting the identified breaker

1. Always stand off to the side and move head away from the panel when resetting a circuit breaker. If the circuit breaker or panel were to explode or shoot out sparks, you don't want to be right in front of the panel to catch it in your face.
2. Do not contact any equipment or metallic surfaces with your other arm or body. Ensure your hands are dry.
3. Keep the hand/arm that is not resetting the breaker to your side to reduce potential or electricity to flow across the chest.
4. To properly reset a "tripped" circuit breaker, one has to firmly push the breaker to the "off position" and then turn the breaker back to the "on" position.

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5. A properly reset breaker will typically “snap” into place when returned to the “on” position.

D. If the breaker re-trips:

If, after being reset, the breaker still continues to trip and you checked the circuit load by reviewing equipment plugged into circuit outlets, contact your Supervisor and/or FMS Service Request Center for qualified electrical personnel investigations.

E. Notification of Reset and/or Tripped Breaker taken Out of Service

1. Department Staff Resetting Breakers:

- a. If the breaker trip is clearly an overload and known to be first time event by the Department or work area employees than no logging of the event is required.
 - b. If the breaker trip is reoccurring then notification to FMS Service Request center needs to be made. This notification can be by these methods:
 - Providing the information on the enclose log by phone call to Service Request center: 971-722-4800.
 - Providing the logged information by email to the Service Request Center at;SRC@pcc.edu
 - Contacting the campus/center FMS Associate Manager directly.
2. When it is **FMS trained but not qualified electrical** staff the tripped overloaded breaker shall be recorded on the trip log. This is because FMS staff may not have information as to how often the specific breaker has tripped. This record will be provided on monthly basis to FMS Supervising Electrician. FMS staff must log the reset and provide that log **at least monthly to their supervisor.**
 3. **If a breaker trips and you cannot determine why or the breaker is a greater than a 30 amps circuit and you are not authorized to reset, CONTACT YOUR SUPERVISOR/FMS SERVICE REQUEST LINE AT 971-722-2800 and complete the enclosed log form showing that the circuit is out of service.**
 4. For Breakers that either trip a second time immediately or can not be reset place a **OUT OF SERVICE TAG WITH BREAKER number(s)** and tape the tag to the outside of the breaker panel. Ensure that this is in the log that is given to your supervisor or FMS Associated Manager for your facility.

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