

# Electrical Safety

## Table of Contents

1. Purpose.....	1
2. Scope.....	1
3. Background.....	2
4. Responsibilities .....	2
5. Electrical Safety Rules .....	2
6. Employee Training .....	3
7. Emergency Medical Plan .....	3

## 1. Purpose

The purpose of this plan is to provide a safe and healthy work environment and to protect team members from injury or death caused by uncontrolled electrical hazards in the workplace. The purpose of Mitra’s Electrical Safety Program is to establish work policies, practices, and procedures to train team members in basic electrical hazard recognition and safe work practices. This policy applies to all team members. A copy of this plan shall be made available to all our team members. You may find a copy of the plan by scanning the QR Code visible in the store or may request a copy of this plan emailing [riskmanagement@mitraqsr.com](mailto:riskmanagement@mitraqsr.com). This plan will be reviewed annually and updated if necessary.

These procedures describe the minimum essential electrical safety steps applicable to most work settings. In work environments where there is a higher risk for electrical hazards, we must exercise greater caution and employ greater protective measures as needed to protect our team members.

## 2. Scope

This plan implements efficient and safe work practices that will prevent electric shock or other injuries from direct / indirect electrical contact among team members at all our workplaces. It will be used for training new team members and for the annual refresher training of team members. All team members potentially exposed to electrical hazards are subject to this plan.

Things to consider to tailor this plan to our specific worksite(s) are:

- The size of the crew and length of the work shift
- The age of the workers
- Type of electrical exposures (breaker box – equipment)
- Water use around the electrical equipment

Our work activities that could potentially expose our team members to these hazards include:

1. Team Members in the kitchen cooking food.
2. Team Members packing food.
3. Drive Thru team members handing orders to customers.
4. Any employee working in all our locations; there is electricity in all locations.

### 3. Background

Electricity has long been recognized as a serious workplace hazard, exposing team members to dangers that include electric shock, electrocution, burns, fires, and explosions.

### 4. Responsibilities

Management

- Provide training for team members.
- Conduct routine inspections to identify electrical safety deficiencies.
- Guard against and promptly ensure electrical deficiencies are corrected.

Team Members

- Report electrical deficiencies immediately.
- NEVER work on electrical equipment.
- Inspect electrical equipment prior to use.

### 5. Electrical Safety Rules

Continually ensure that electrical equipment is free from recognized hazards that can harm, cause injury, or result in death to team members.

Safety of equipment is determined using the following points:

- Do not conduct any repairs to electrical equipment.
- Report all electrical deficiencies to your supervisor.
- Do not operate equipment if you suspect an electrical problem.
- Be alert: water and electricity do not mix.
- Do not use cords or plugs if the ground prong is missing.
- Do not overload electrical receptacles.
- Do not use outlets that have exposed wires.
- Extension cords should rarely be used as a temporary basis and must be approved by Director of Operations or above prior to use and only used a maximum of 30 days.
- If an extension cord or power strip is use, they will not be:

- Run through holes in walls ceilings, or floors.
- Run through doorways or windows without appropriate protection
- Fastened with staples or hung in a way that could damage the insulation
- Power strips are only approved if needed in the office.
- All extension cords and power strips must be inspected before use. If a defect is identified the cord must NEVER be used.

## 6. Employee Training

All workers will receive general electrical safety awareness training on how to recognize, evaluate, and avoid electrical hazards and training on all electrical safety practices.

**Acknowledgement** – I have been trained in the required elements listed in this section.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 7. Emergency Medical Plan

Our emergency medical plan is simple:

1. Notify 911.
2. Notify immediate supervisor.

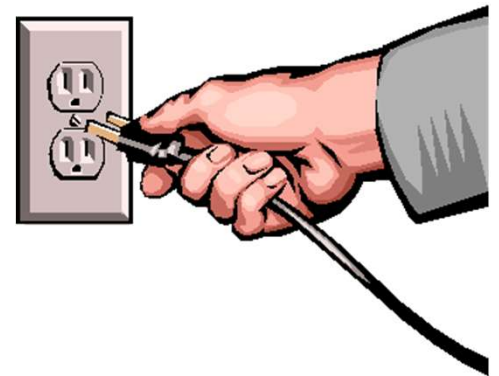
### Revision History

The following information documents the changes to this document.

Date	Name	Revisions Made
06.08.2023	Electrical Safety	New Policy
06.11.2025	Electrical Safety	Updated how to access program.

---

# Electrical Safety



# Purpose of Training

---

- Recognize Electrical Hazards
- Evaluate Electrical Hazards
- Mitra Safety Practices

# Hazards of Electricity

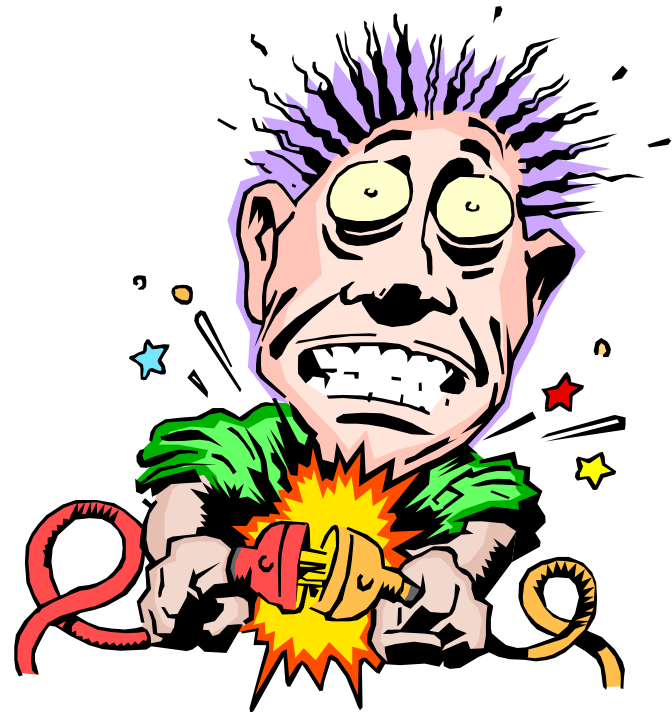
---

- Electrocution
- Damage to tissue
  - external burns & internal tissue & organ damage
  - entry & exit wounds
- Muscle Contractions
  - unable to release
  - causes longer period of contact

# Electrocution

---

- Current and Voltage
- Path
- Time



# Electrocution?

---

- Body temperature rises to 138° F
- Tissues are baked like well done beef
- Physical reactions include:
  - heaving chest
  - foaming mouth
  - bloody sweat
  - burning hair & skin
  - release of feces
  - eyeballs pop out

# Fatal Assumptions:

---

- ❑ 120Volts can't hurt me
- ❑ I can't get hurt if I don't touch the wire
- ❑ The more I get shocked the more immune I become
- ❑ Circuit breakers are designed for personnel safety

# Evaluating Electrical Hazards

- **Poor wiring**
  - Exposed or frayed wires
- **Wrong wattage lightbulbs**
  - Only use approved lightbulbs from approved vendor
- **Overloaded power strips and outlets**
  - Do not plug in multiple high voltage devices
  - Plugging in power strip to power strip
- **Unprotected electrical outlets**
  - Can you put your finger in?
- **Improper extension cord usage**
  - Temporary use only
- **Operating an unsafe appliance**

# Mitra's Safety Rules

---

- Do not conduct any repairs to electrical equipment.
- Report all electrical deficiencies to your supervisor.
- Do not operate equipment if you suspect an electrical problem.
- Be alert: water and electricity do not mix.
- Do not use cords or plugs if the ground prong is missing.
- Do not overload electrical receptacles.
- Do not use outlets that have exposed wires.

# Mitra Safety Rules

## (Cont.)

- Extension cords should rarely be used as a temporarily and must be approved by Director of Operations or above prior to use and only used a maximum of 30 days.
- If and when an extension cord or power strip is use, they will not be:
  - Run through holes in walls ceilings, or floors.
  - Run through doorways or windows without appropriate protection
  - Fastened with staples or hung in a way that could damage the insulation
- Power strips are only approved if needed in the office.
- All extension cords and power strips must be inspected before use. If a defect is identified the cord must NEVER be used.