

 Rainy River District Social Services Administration Board	SECTION: Health & Safety
	POLICY TITLE: Electrical Safety Code Requirements
ORIGINAL DATE: December, 2004	POLICY AREA: Operations
REVISION DATE: July, 2014	POLICY NO: HS-6.12
NEXT REVIEW DATE: July, 2018	APPROVED BY: 

Preamble

The *Ontario Electrical Safety Code (OESC)* requires that all electrical work performed be recorded and inspected, regardless of the installer's qualifications or the size of the job. The following *OESC* rules outline this requirement:

2-003 Record of Electrical Installation Work: The owner shall maintain a record of all electrical installation acceptable to the inspection department in any public building, commercial or industrial establishment, apartment house, or other building in which the public safety may be involved, and shall produce this record to any inspector at any time and from time to time upon requires, as specified by the inspection department.

A record of all electrical work must be maintained as follows:

2-004 Inspection (1): A contractor shall file with the Inspection department a completed application for inspection of any work on an electrical installation:

- a) *before or within 48 hours after commencement of the work whether or not electrical power or energy has been previously supplied to the land, building, or premises on which the work was performed; and*
- b) *shall pay the fees prescribed by the inspection department.*

A "contractor" is defined as anyone who performs electrical work with or without remuneration. "Electrical installation" means not only installation of wiring, but also the connection of wiring to any kind of electrical equipment and would include changing light switches, fixtures and ballasts. The "inspection department" refers to the *Electrical Safety Authority (ESA)*.

For building owners with larger quantities of electrical repairs, the *OESC* makes provision for periodic inspection of electrical repairs in the following rule:

2-006 Periodic Inspection: An application for inspection may be made by the owner, owner's agent or occupant of any manufacturing, mercantile, or other building where electrical installation work of a routine nature in connection with the maintenance or operation of the building or the plant therein is required to be performed in frequent intervals.

The *Continuous Safety Services Program*, administered by the ESA, meets this legislative requirement. Under this program, all electrical work performed by staff and electricians must be recorded in a log book. The ESA Electrical Inspector will review the log book and will complete random inspections. In addition, as part of this program, ESA will carry out a unit electrical safety review in 5% of the apartment and townhouse units each Agreement year.

The *Electrical Safety Act* can impose fines should electrical work be performed without electrical inspection.

Policy

The Rainy River District Social Services Administration Board (RRDSSAB) will enforce the following:

1. all electrical work performed by electricians and staff must be recorded;
2. an application for inspection of all electrical work performed must be filed or the Provider must participate in the *Continuous Safety Services Program*; and
3. all Providers must be in compliance with the *Electrical Safety Act* and *the Ontario Electrical Safety Code*.

The Supervisor of Infrastructure & Asset Management or designate contacts the Electrical Safety Authority (ESA) to discuss options and requirements, per individual housing site.

The Integrated Services Manager is responsible to ensure that Housing Providers operate their portfolios in accordance with all applicable statutes and regulations, and therefore, verification of compliance will be required as part of the Operational Review process.

Procedure

1. The Supervisor of Infrastructure and Asset Management ensures that all staff are informed of the above requirements as part of their orientation and ongoing training and evaluation.
2. The Integrated Services Manager ensures that these requirements are included as part of an Operational Review, per individual housing site.