

SOP Template: Safe Power and Utility Reconnection Process

This SOP defines the **safe power and utility reconnection process** to ensure the secure restoration of electrical, gas, water, and other utility services after maintenance, outages, or emergencies. It covers risk assessment, verification of equipment integrity, proper isolation and lockout-tagout procedures, step-by-step reconnection protocols, testing and monitoring of systems, communication with relevant personnel, and compliance with regulatory safety standards. The aim is to prevent accidents, equipment damage, and ensure a safe working environment during utility restoration activities.

1. Purpose

To provide standardized guidelines for the safe reconnection of power and utilities following maintenance, outages, or emergencies, thereby minimizing risks to personnel, equipment, and facilities.

2. Scope

This SOP applies to all personnel involved in the restoration of electricity, gas, water, and other utilities within the facility.

3. Responsibilities

- Maintenance Supervisor: Coordinate activities, authorize reconnections, and verify completion of protocols.
- Qualified Personnel: Perform physical reconnections and tests per safety standards.
- Safety Officer: Oversee compliance with safety and regulatory requirements.
- All Staff: Report hazards and follow communication protocols.

4. Procedure

1. **Risk Assessment**
 - Conduct a site-specific hazard assessment before initiating reconnection activities.
 - Identify potential energy sources and risks to personnel or equipment.
2. **Preparation and Verification**
 - Verify that all maintenance work is complete and tools have been removed.
 - Inspect systems for visible signs of damage, leaks, or faults.
3. **Isolation & Lockout-Tagout (LOTO)**
 - Confirm that all utility sources remain isolated and appropriately tagged during inspection.
 - Follow established LOTO procedures to prevent accidental re-energization.
4. **Reconnection Authorization**
 - Obtain authorization from the Maintenance Supervisor and Safety Officer to proceed with utility restoration.
 - Notify affected departments and personnel of impending reconnection.
5. **Step-by-Step Reconnection**
 - Remove locks and tags as per the LOTO clearance procedure.
 - Re-energize or reconnect utilities in the correct sequence (typically: power, gas, water).
 - Monitor for abnormal sounds, smells, leaks, or vibrations.
6. **Testing and Monitoring**
 - Test systems for safe operation and confirm restoration of services.
 - Monitor relevant indicators and controls for a defined period post-reconnection.
7. **Communication and Documentation**
 - Inform relevant personnel of service restoration.
 - Document the reconnection, including any issues or incidents encountered.
8. **Compliance**
 - Ensure all actions conform to local, state, and federal safety regulations.
 - Review incident records and update SOP if necessary.

5. References

- OSHA Standard 29 CFR 1910.147 (Lockout/Tagout)
- NFPA 70E Standard for Electrical Safety in the Workplace
- Local utility provider regulations
- Facility-specific safety policy manuals

6. Revision History

Date	Revision	Description	Approved By
2024-06-23	1.0	Initial release	Safety Committee