

**UNIVERSITY OF WEST FLORIDA**  
**Facilities Management**

**Pensacola, FL 32514-5750**  
**March 1, 2005**  
**Reviewed: February 5, 2020**

**STANDARD OPERATING PROCEDURE #FAC 6.011**

**Subject: High Voltage Switch Operation Safety Procedures**

**Purpose and Scope:** To outline the proper equipment and procedure for the operation of the University of West Florida pad mount High Voltage Switches.

**Procedure:** Each of the University of West Florida's high voltage switches and transformers are to be operated only by trained employees following the proper safety guidelines. The trained employee will only operate a switch with the following safety items on and in place:

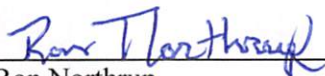
1. Hot stick or Shotgun stick that has been recently tested and certified.
2. High voltage gloves rated at least to 20,000 volts for moving of cables or elbows that has been recently tested and certified.
3. Must have two-way radio communications.


**Policy:** Hot stick or shotgun stick will be used to energize or de-energize all switches. Any time the employee is moving cables or elbows the switch must be de-energized and high voltage gloves will be worn. All switches will be locked in the OPEN position during any work on the switch itself or switches down the line. Only the person responsible for the job task will LOCK or UNLOCK the switch(es). All elbows should be put on grounded parking stands until they are ready to be put back in service.

Note: Work on any switches or transformers shall only be done with notification and scheduling by Utility Department Supervision or Management.

**Developed by: Utilities, Energy & Sustainability**

**Approved by:**

  
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