

Procedure to Reset Shunt Trip Breaker at Delehanty 305

December 2015

This procedure is based on the normal operations of the shunt trip breakers. Troubleshooting electrical circuits must be left to Physical Plant Department personnel or their contractors. This procedure complies with NFPA 70-E, OSHA 1910 Subpart S and UVM's Electrical Safety Program (November 2013).

Only those personnel who have completed training in electrical safety as it results to this action and documented that training, are allowed to access the two circuit breaker panels associated with room 305.

Procedure

1. Retrieve panel key from key box in Dr. Bierman's office (room 307).
2. Verify that area in front of panel is clear (ample space, no trip hazards, no combustible materials).
3. Protective Equipment
 - a. Remove jewelry, watches and meltable clothing (polypropylene, nylon, spandex, rayon, etc) from one hand & arm.
 - b. Don long-sleeve cotton shirt or lab coat, leather glove (ensure no tears, no oils and minimal dirt) and safety glasses (kept in vestibule).
4. Unlock and open circuit panel.
 - a. Visually ensure all panel covers and switches are intact and in place.
 - b. During Start-up procedure, ensure all shunt breakers (marked with red dot) are tripped – red light.
 - c. Ensure all non-shunt breakers (no red dot) are not tripped.
5. Reset breaker
 - a. Stand to side of panel
 - b. Look at switch to be reset and reach with protected hand to that switch.
 - c. Look away and hold breath.
 - d. Move switch to off position and then reset to on position.
 - e. Repeat for all shunt trip breakers.
 - f. If switch does not engage in on position, attempt reset again.
 - g. If, after 2 additional attempts, switch does not engage, then STOP. Close panel, wait 5 minutes and try 1 more time. If still unable to reset, notify PPD.
DO NOT COMMENCE LAB OPERATIONS UNTIL PROBLEM IS RESOLVED.
6. Close panel, lock panel and return key to key box in Dr. Bierman's office.
7. Repeat process for panel in Room 330.
8. Return Protective Equipment to vestibule.