

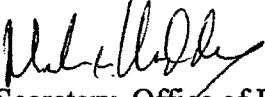


Department of Energy
Washington, DC 20585

June 25, 2004

MEMORANDUM

TO: Distribution

FROM: Mark R. Maddox 
Acting Assistant Secretary, Office of Fossil Energy

Subject: Departmental Electrical Safety Initiative

On April 23, Deputy Secretary Kyle McSlarrow designated May 2004 as Electrical Safety Month for the Department of Energy (DOE). In his announcement, the Deputy Secretary expressed his concern about the number of serious electrical occurrences in the Department, and his desire for DOE and contractor managers to take steps to improve performance in this area.

DOE has chartered an Electrical Safety Advisory group to address the unacceptable rate (typically 2 per week) of electrical safety near misses occurring across the DOE complex. The Office of Fossil Energy (FE) is participating in the Advisory Group efforts to improve departmental electrical safety programs and to provide recognition of superior performance, and I welcome your input.

In addition to the DOE Advisory group, FE's Office of Environment, Security, Safety and Health (FE-7) recently facilitated an electrical safety teleconference with site electrical safety subject matter experts from FE Headquarters and field organizations to review DOE electrical occurrences and their applicability to our operations. The participants stressed the importance of work planning, contractor orientation and oversight, employee education, and zero energy checks in conducting electrical work safely. These safety precautions should be implemented across FE.

Over the last six months, FE sites have not reported any electrical near miss occurrences in the last six months. I congratulate you on your performance in this area; however, we do not want our recent good safety performance to give us a false sense of security that could lead to future failures. Therefore, to address the Deputy Secretary's concerns, I request that each of you take action to ensure electrical safety at your site and

- Review your site's near miss reporting processes and practices,
- Reiterate to site personnel the importance of reporting all near misses,
- Circulate lessons learned from all pertinent near miss incidents,



- Review appropriate industry electrical safety best practices, and
- Evaluate the effectiveness of your site's electrical safety procedures and processes and make changes to improve safety electrical operations.

The Deputy Secretary has requested status information on electrical safety at DOE sites. FE-7 will compile the incident information for FE sites from the exiting reporting systems. In addition, please provide a short report on actions your site is taking to continuously improve your electrical safety program to Craig Zamuda, FE-7 by July 31, 2004.

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