City of Crystal Lake
Department of Public Works
Portable Generator Policy

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Approved By:	**M. Magnuson**
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PURPOSE

City staff use portable generators to supply electrical power for equipment from simple lights and power tools to providing electricity for entire facilities such as lift stations, water production plants and wastewater treatment plants. The safety rules and guidance in this policy apply to operations at the City of Crystal Lake that involve the use of portable generators operated by Public Works Department employees. This policy will discuss use of proper personal protective equipment (PPE) and safe techniques when around or working with generators.

COMPLIANCE

City of Crystal Lake Public Works Employees are required to read and comprehend the Portable Generator Policy before conducting job related activities involving portable generators. This procedure establishes the Portable Generator Policy in accordance with OSHA standard 29 CFR 1910.304(g)(3).

RESPONSIBILITIES

The Public Works Department shall inform employees of the hazards associated with the operation of portable generators. These hazards include:

- Shock hazards associated with portable generator operation
- Battery explosions
- Flammable vapors
- Burns from exhaust systems, radiators, radiator hoses and engines
- Air pressure explosions due to over inflation of tires
- Crush injuries while hooking up a portable generator trailer to a truck
- Electrical fires

Management

Management shall be responsible for:

- Developing specific procedures pertaining to the operation and maintenance of portable generators.
- Implementing training for the safe operations of portable generators and making employees aware of specific and potential hazards that are associated with operating portable generators.
- Coordinating the training and performance testing of employees who operate generators. Training will include hands on training followed by review and discussion with employees.

Employees

Employees shall be responsible for:

- Reporting generator problems to the Supervisor with a notice in writing.
- Using portable generators safely.
- Properly inspecting portable generators prior to use.
- Recognizing the location of circuit breakers and fuses at work sites.
- Ensuring portable generators are properly grounded at work sites to prevent electric shocks.
- Checking the compatibility of portable generators with the facility to be operated.
- Knowing the proper shut down sequence for each portable generator.
- Identifying the location and proper use of portable fire extinguishers in areas where portable generators are being used.
- Following State of Illinois and Illinois Secretary of State CDL applicable traffic laws when transporting generators.

- Locking-out operating voltage being used on portable generators that have dual voltages to prevent injuries to employees and damage to equipment due to incorrect application of voltages.

SCOPE

- The portable generator should only power devices that are physically attached to the generator itself or directly plugged into dedicated outlets mounted on the portable generator (This includes power cables with approved receptacles that are hard wired to the generator).
- Ensure when connecting to facilities that a double-pole, double throw transfer switch (DPDT) or other approved isolation switch is used to safely isolate emergency power from Com-Ed. Ensure that the Com-Ed service supplying power to the facility is locked out.
- To support safe operation of portable generators, division supervisors will assign a designated employee(s) to conduct weekly inspections of trailer mounted portable generators using the pre-use checklist found in ***Appendix A***.

EMPLOYEE TRAINING

Yearly training on the safe operation of portable generators shall include:

- The safe operation of portable generators (refer to the JSA for portable generator operation).
- Reviewing the pre-inspection checklist.

POLICY REVIEW

The City of Crystal Lake Public Works Department will review the portable Generator Policy on a 2-year cycle and update the policy as needed.

Appendix A

TRAILER MOUNTED PORTABLE GENERATOR PRE-USE CHECKLIST

INSTRUCTIONS:

PROPER PPE IS TO BE UTILIZED WHEN COMPLETEING INSPECTIONS

Submit a "*Vehicle & Equipment Service Request*" to the Supervisor/Superintendent if problems or deficiencies are found.

STEP	NAME	DATE	OK		PROBLEM/REPAIR REQ
CHECK FUEL LEVEL					
CHECK OIL LEVEL					
CHECK ANTI-FREEZE					
CHECK BATTERY CELL LEVELS					
CHECK TIRE PRESSURE AND CONDITION OF TIRES					
UNPLUG BATTERY CHARGER IF EQUIPPED					
CHECK FUEL CONNECTIONS AND HOSES FOR LEAKS					
CHECK ALL LIGHTS FOR PROPER OPERATION WHEN CONNECTED TO TOW VEHICLE (TRUCK)					
CHECK BALL AND RECEIVER FOR PROPER SIZING					
CHECK SAFETY CHAINS AND CONNECT TO VEHICLE					
TRAILER HITCH IN LOCK POSITION FOR TOWING (BALL STYLE OR PINTLE)					
TEST START GENERATOR BEFORE LEAVING GARAGE					

For small non-trailer mounted portable generators:

- Use proper PPE
- Check the oil level
- Check the fuel level
- Check for any leaks (fuel or oil)