

# ELECTRICAL SAFETY PLAN



**Building Address:** 38 Hayden

**Owner:** Hamilton East Kiwanis Non-Profit Homes Inc.

**Version:** 1.00

**Date:** 14 Dec 2025

## Purpose and Scope

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This Electrical Safety Plan applies to all residential and common areas owned by Hamilton East Kiwanis Non-Profit Homes Inc. It establishes standardized procedures to ensure electrical systems and equipment are installed, maintained, and replaced in a safe and compliant manner, safeguarding tenants, staff, contractors, visitors, and the public, in accordance with the Ontario Electrical Safety Code (OESC) and Electrical Safety Authority (ESA) requirements.

## Qualified Personnel

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All electrical work shall be performed by a Licensed Electrical Contractor (LEC) in compliance with the Ontario Electrical Safety Code, the Occupational Health and Safety Act, and all applicable regulations.

## Electrical System Maintenance and Renewal

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HEK ensures the safety and reliability of electrical systems through routine inspections, resident reporting mechanisms, and long-term capital planning. Annual unit inspections are completed by staff to visually assess any electrical deficiencies, including damaged covers, overheating, exposed wiring, or recurring breaker trips. Residents are encouraged to promptly report electrical concerns, which are then evaluated and addressed by a Licensed Electrical Contractor or other qualified personnel.

Major electrical infrastructure, including distribution panels, wiring, life safety systems, lighting, and major appliances, is addressed through HEK's capital replacement planning and Building Condition Audits (BCAs). These processes identify assets nearing the end of their service life and support proactive replacement to reduce the risk of electrical failure, fire, and unplanned service interruptions, particularly in residential units and critical common areas.

## Electrical Work and Outage Management

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For electrical work requiring Electrical Safety Authority (ESA) involvement, HEK will:

- Obtain all required ESA notifications and permits prior to the commencement of work; and
- Comply with ESA inspection requirements and complete any required corrective actions.

For planned electrical outages that may affect tenants or essential services, HEK will:

- Provide advance notice to tenants in accordance with the Vital Service Disruption Plan;
- Notify municipal officials, utilities, and other relevant stakeholders, as required or appropriate (e.g., where outages may impact traffic, fire safety systems, elevators, or vulnerable tenants); and
- Coordinate the timing of outages to minimize disruption and risk to tenants, staff, and operations.

## **Recordkeeping**

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At a minimum, HEK will maintain the following records:

- ESA notifications and permits, inspection reports, and clearance certificates; Deficiency notices and documentation of corrective actions taken;
- Contracts and work orders related to electrical contractors; and
- Capital replacement records associated with electrical systems.

Records may be maintained electronically and/or in hard copy and must be organized and readily accessible for internal review, audits, and regulatory inspections.

## **Plan review and update**

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This Electrical Safety Plan will be reviewed at least once every two (2) years, and sooner if:

- There are changes to the Ontario Electrical Safety Code, ESA programs, or applicable legislation;
- A significant electrical incident, fire, or outage occurs; or
- A review is requested by the HEK Board, management, or a regulatory authority.