

ELECTRICAL CIRCUIT BREAKER RESET PROCEDURE

This procedure is for University personnel who are [trained](#) to reset an electrical circuit breaker **and** are unqualified electrical workers.

Personnel may reset a tripped circuit breaker *only once*. If the breaker trips again, the cause may not be an overload condition; it may be a fault condition. Fault conditions are potentially hazardous conditions which could cause personal injury or property damage if not handled correctly. Contact [UW Facilities Customer Care](#) (or the site Facilities Department) if the breaker trips again.

When a circuit breaker has tripped, the following actions must be taken in this order:

1. A circuit breaker may be reenergized only after the circuit breaker controlling the tripped circuit has been correctly identified. The employee confirms through labeling that the circuit breaker in question is the one controlling the tripped circuit. **If there is any doubt about the correct breaker to operate, STOP** and contact [UW Facilities Customer Care](#).
2. **Identify the voltage.** If the affected circuit breaker is rated above 240V, **STOP**, and contact [UW Facilities Customer Care](#).
3. **Inspect all equipment** and assess total amperage on the affected circuit.
4. If the circuit breaker operation appears to have been caused by an identified overload condition, **remove the causative load**.
5. If an overload condition cannot be identified, **STOP** and contact [UW Facilities Customer Care](#), as the circuit breaker operation may have been due to a fault.
6. **Only** the breaker connected to the tripped circuit may be reset. If other tripped breakers are discovered in this process, **do not attempt to reset other circuits. STOP** and contact [UW Facilities Customer Care](#).
7. **Wear personal protective equipment** including ANSI (American National Standards Institute) compliant safety glasses or goggles, and a long-sleeved shirt and pants made of untreated, natural fibers.
8. **Stand to the side of the panel** box and turn your head away from the panel.
9. Make sure your **hands are dry**. Use one hand to move the tripped breaker to the “off” and then to the “on” position. If the breaker immediately trips again, **STOP** and contact [UW Facilities Customer Care](#).
10. Do not contact any metal with the other arm or body.

Refer to the [Electrical Safety: Resetting Circuit Breakers Focus Sheet](#) for more information.