

Electrical Safety Basics

Refer to sign-in sheet for attendees (note: a separate meeting should be held with all absent employees).

1. Overview:

Contact with electrical energy can cause serious injuries such as burns and shock and even death (electrocution). You can prevent contact with electrical energy if you understand and follow basic electrical safety guidelines.

2. How do prevent contact with electrical energy?

- Unless you have specific employer defined and approved training, you must never open electrical enclosures or perform work on energized electrical systems. Ensure portable electric equipment are connected to ground fault circuit interrupter (GFCI) protected circuits (fixed or portable), especially in damp conditions. GFCI's must be inspected and tested monthly.
- Inspect portable electric equipment and extension cords prior to use to ensure they are in good condition. Do not use damaged portable electrical equipment or extension cords.
- Assume all electrical circuits are energized so do not touch them.
- Do not operate electrical equipment while standing in water or in otherwise wet conditions.
- If you identify damaged/deficient electrical systems, for example missing enclosure knockouts, damaged conduit, damaged strain relief connectors and damaged electrical disconnects immediately report them to your Supervisor.
- Energized electrical panels must always be closed and secured, for example never left open for cooling.
- Electrical panels and disconnects must be labeled with their voltage rating and the ID of the equipment they operate. They must also be labeled with the respective arc flash rating information.
- Know, understand and follow arc flash approach distances and wear appropriate PPE when using equipment electrical disconnects as indicated on the arc flash labels.
- When working with equipment in close proximity to overhead power lines develop and follow a plan to avoid contact with the overhead lines. Always keep equipment a minimum of 10 feet away from energized overhead power lines.
- Know the location of the electrical disconnects for the equipment you operate so you can shut it off in an emergency.
- Lockout/tagout should be performed only both those persons who have received employer lockout/tagout training and are authorized by their employer to perform lockout/tagout.
- Out-of-service equipment must be de-energized by shutting off the electrical disconnect. The disconnect should be locked out following the site's lockout program requirements.

3. Note: Additional training on electrical safety is a requirement for personnel who work on electrical systems.

4. Discussion:

- Can anyone work on electrical equipment?
- Review your company policy for electrical safety.
- How does the site lockout out-of-service equipment?

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5. RECAP/REVIEW:

- Is it safe to splice/repair a cut extension cord?
- How often should GFCIs be tested?

6. For more information:

- National Fire Protection Association Standards (NFPA) 70E, www.nfpa.org
<http://www.electrical-safety.org/workplace-safety.html>

7. Reminder:

- Safety is the responsibility of both management and employees! Make electrical safety a priority in your workplace!

Next Safety Meeting is scheduled for _____ and the topic will be _____.

Take Exam / Review Results

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