

APPENDIX E
Electrical Safety Training Checklist

ELECTRICAL SAFETY TRAINING CHECKLIST			
TRAINING ITEM	YES <input checked="" type="checkbox"/>	N/A <input checked="" type="checkbox"/>	COMMENTS
SCOPE AND TRAINING			
1. All employees who work on, near or with premises wiring, wiring for connections to supply, other wiring, and installation of optical fiber cable along with electrical conductors have been trained as either qualified or unqualified workers.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Unqualified person have been trained in and are familiar with any electrically related safety practices not covered by this standard but necessary for their safety.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Qualified persons trained in and familiar with:			
a) Skills and techniques necessary to distinguish exposed live parts from other parts of electric equipment.	<input type="checkbox"/>	<input type="checkbox"/>	
b) Voltage determination.	<input type="checkbox"/>	<input type="checkbox"/>	
c) Clearance distances that must be maintained.	<input type="checkbox"/>	<input type="checkbox"/>	
d) Training conducted has been specific to the hazards to which the employee may or will be exposed and their particular job duties.	<input type="checkbox"/>	<input type="checkbox"/>	
SELECTION AND USE OF WORK PRACTICES			
1. Work practices used to prevent electric shock and other injuries address de-energized parts which may be energized.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Work practices used to prevent electric shock and other injuries address exposure to energized parts.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Procedure provided for work on or near exposed de-energized parts includes:			
a) Written procedures specific to the equipment or worksite.	<input type="checkbox"/>	<input type="checkbox"/>	
b) De-energizing equipment.	<input type="checkbox"/>	<input type="checkbox"/>	
c) Application of locks and tags.	<input type="checkbox"/>	<input type="checkbox"/>	

4. Working on or near exposed energized parts:				
a)	All employees near enough to be exposed to a hazard have been trained, and are aware of the practices that must be followed to protect them from the hazard.	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Only qualified employees work on energized parts.	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Overhead lines de-energized and grounded prior to working near them or other protective measures used.	<input type="checkbox"/>	<input type="checkbox"/>	
d)	Unqualified persons working near overhead lines are aware that they may not come approach, or use conductive objects closer than, 10 feet for lines up to 50 kV, or 10 feet plus 4 inches for every 10 kV over 50 kV.	<input type="checkbox"/>	<input type="checkbox"/>	
e)	Qualified persons has a working knowledge of the allowable approach distances of this program.	<input type="checkbox"/>	<input type="checkbox"/>	
f)	Vehicle and mechanical equipment operators understand that they must maintain:			
i)	A clear distance of 10 feet plus 4 inches for every 10 kV over 50 kV while working near energized overhead lines.	<input type="checkbox"/>	<input type="checkbox"/>	
ii)	A clear distance of 4 feet plus 4 inches for every 10 kV over 50 kV while in transit.	<input type="checkbox"/>	<input type="checkbox"/>	

TRAINING ITEM		YES	N/A	COMMENTS
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
iii)	Insulating barriers are used and installed as required.	<input type="checkbox"/>	<input type="checkbox"/>	
iv)	Insulated aerial lift operated by a qualified person must comply with the separation distances.	<input type="checkbox"/>	<input type="checkbox"/>	
v)	Employees standing on the ground understand they may not contact the vehicle unless using protective equipment rated for the voltage or the equipment located so no un-insulated part can provide a conductive path to persons on the ground.	<input type="checkbox"/>	<input type="checkbox"/>	
g)	Illumination is provided at all worksites to assure safe work.	<input type="checkbox"/>	<input type="checkbox"/>	

h)	Protective shields and barriers provided and used for work in confined spaces to prevent contact with exposed energized parts.	<input type="checkbox"/>	<input type="checkbox"/>	
i)	All conductive materials such as pipes, rods, etc. are handled so as to prevent contact with exposed energized parts.	<input type="checkbox"/>	<input type="checkbox"/>	
j)	Conductive articles of clothing and jewelry such as watches, rings, etc. are not worn if they might contact exposed energized parts unless rendered nonconductive.	<input type="checkbox"/>	<input type="checkbox"/>	
k)	Portable ladders with nonconductive side rails are used when working near or on exposed energized conductors.	<input type="checkbox"/>	<input type="checkbox"/>	
l)	Housekeeping conducted only when exposed energized parts may not be contacted. Barriers provided and nonconductive cleaning materials used.	<input type="checkbox"/>	<input type="checkbox"/>	
m)	Only qualified persons allowed to defeat electrical interlocks on temporary basis while they work on equipment.	<input type="checkbox"/>	<input type="checkbox"/>	
USE OF EQUIPMENT				
1. Portable electric equipment such as cord-and-plug connected equipment, including flexible cords:				
a)	Handled in a manner to avoid damage.	<input type="checkbox"/>	<input type="checkbox"/>	
b)	Not used to raise or lower equipment.	<input type="checkbox"/>	<input type="checkbox"/>	
c)	Not fastened with staples or hung so as to damage insulation.	<input type="checkbox"/>	<input type="checkbox"/>	
d)	Visually inspected before each use on each shift.	<input type="checkbox"/>	<input type="checkbox"/>	
e)	Defective items removed from service and not used until rendered safe.	<input type="checkbox"/>	<input type="checkbox"/>	
f)	Plugs and receptacles mate properly.	<input type="checkbox"/>	<input type="checkbox"/>	
g)	Flexible grounding-type cords have a grounding conductor.	<input type="checkbox"/>	<input type="checkbox"/>	
h)	Grounding plug not defeated.	<input type="checkbox"/>	<input type="checkbox"/>	
i)	Adapters which interrupt grounding continuity not used.	<input type="checkbox"/>	<input type="checkbox"/>	
j)	Approved equipment used for work in conductive work locations (e.g. wet locations, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	
k)	Locking-type connectors are properly secured after connection.	<input type="checkbox"/>	<input type="checkbox"/>	

TRAINING ITEM	YES <input checked="" type="checkbox"/>	N/A <input checked="" type="checkbox"/>	COMMENTS
ELECTRIC POWER AND LIGHTING CIRCUITS			
1. Only load rated switches or circuit breakers used as disconnecting means.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Circuits not manually reenergized until it is determined that it is safe to do so.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Over current protection of circuits not modified.	<input type="checkbox"/>	<input type="checkbox"/>	
TEST INSTRUMENTS AND EQUIPMENT			
1. Used by qualified persons only.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Visually inspected before use.	<input type="checkbox"/>	<input type="checkbox"/>	
3. If circuit tested is over 600 volts, nominal, test instrument tested for proper operation before and immediately after the test.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Test instrument rated for the circuit to be tested and appropriate for the environment.	<input type="checkbox"/>	<input type="checkbox"/>	
5. Electrical equipment capable of igniting flammable or ignitable materials not used if present in the worksite.	<input type="checkbox"/>	<input type="checkbox"/>	
SAFEGUARDS FOR PERSONNEL PROTECTION			
1. Protective equipment used when there is exposure to potential electrical hazards.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Protective equipment maintained in safe and reliable condition and tested and inspected as required.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Protective equipment protected from damage during use.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Approved electrically rated hardhats used as needed to protect head from electric shock or burns.	<input type="checkbox"/>	<input type="checkbox"/>	
5. Safety glasses or goggles used as needed to protect eyes or face when there is a danger of arcs, flashes or flying objects.	<input type="checkbox"/>	<input type="checkbox"/>	
6. Approved gloves worn that are appropriate for the hazard present	<input type="checkbox"/>	<input type="checkbox"/>	
7. Insulated tools or handling equipment used when conductors may be contacted.	<input type="checkbox"/>	<input type="checkbox"/>	
8. Insulated fuse handling equipment used to remove or install fuses when terminals are energized.	<input type="checkbox"/>	<input type="checkbox"/>	
9. Ropes and hand lines used near energized parts are nonconductive and are protected from moisture.	<input type="checkbox"/>	<input type="checkbox"/>	

10. Protective shields, barriers or insulating materials are used to protect employees working near exposed energized parts.	<input type="checkbox"/>	<input type="checkbox"/>	
ALERTING TECHNIQUES			
1. Safety signs and tags used when necessary to warn employees about electrical hazards.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Barricades used with safety signs when necessary to prevent or limit employee access to work areas with un-insulated energized conductors or parts.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Attendants stationed as needed to warn when signs or barricades are not sufficient to prevent unauthorized access.	<input type="checkbox"/>	<input type="checkbox"/>	
Name of Trainer:		Date:	
EMPLOYEE NAME	Employee Name	Employee Name	