



# Safety in Five

Topic: Basic Electrical Safety

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Company: \_\_\_\_\_

**Topic specifics relevant to your job**

**Electricity is a common, but dangerous, workplace hazard**

- Only qualified personnel can work on live electrical wires
- In every situation, treat an electrical part as if it is live

**Extension Cords**

- Extension cords are designed for temporary usage only. Before using, remember these safety controls:
  - Do not use cords with defects, frayed or exposed wiring
  - Assure grounding prongs are in place and intact
  - Assure plugs and electrical fittings are secure
  - Do not modify cords or use for unintended purpose
  - Do not overload cords
  - Do not run extension cords through doorways, holes in ceilings, walls or floors.
  - Remove cords from receptacles by pulling plug, not cord
  - Use a cord protector if a cord must cross an aisle
  - Retract, wrap and safely store unused cords

- **Electrical Panels**
  - Each panel should have a closed unlocked cover (unless it's being locked as part of a lockout procedure)
  - Panels must not have access holes where an employee can come into contact with exposed wiring
  - Maintain minimum 3-foot clearance in front of each panel.
  - Each breaker on an electrical panel should include a directory identifying where the electricity flows
  - Assure junction boxes, switches & outlets have covers
- **Electrical Safety Basics**
  - De-energize electrical equipment before inspection or repair
  - Keep electric tools and machinery properly maintained
  - Use appropriate personal protective equipment
  - Avoid working in wet or damp locations
- **Communicate Electrical Hazards**
  - Conspicuous signs must be posted at entrances to electrical rooms to alert people and forbid entry to unauthorized people.
  - Identify overhead and underground power lines and communicate related controls

Attendees (Names/Signatures)	

**Comments/Suggestions**