



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

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