

# TOOLBOX TALKS

## Electrical Safety

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### TOPIC: Electrical Safety

#### Introduction

This Tool Box Talk will review some of the most common workplace hazards and controls related to electrical safety. It is not intended to be an instruction guide to performing electrical work. Always seek certified, competent professionals when extensive electrical work needs to be performed.

#### Tips for working around electricity safely:

- Know how to power up and power down the equipment before starting any work. Properly lock out and tag out any systems that are to be worked on. Identify the location of emergency stops, outlets and power sources.
- Inspect electrical cords of all types for exposed or frayed wiring. Extension cords should only be used for temporary purposes and should not be permanently installed.
- Ensure electrical plugs are grounded (3-prong) and they are completely encased in the shroud.
- Dissipate electrical energy accordingly before starting repair work, conducting a change-over of any sort or performing routine maintenance. Never assume energy is dissipated unless you have verified it personally. Once the energy is dissipated use test equipment to verify, if applicable.
- If performing work in or around electrical panels and generators, wear E-rated PPE, including E-rated rubber soled shoes and mats, shirts and protective helmets. Be sure to wear PPE that is matched to the hazard classification of your work area. To mitigate risk from arc flash, stand behind the cabinet door when opening, and then check the condition of protective panels inside the cabinet (if applicable).
- Keep ladders, poles and similar objects that could serve as grounding devices at least 10' away from overhead power lines. Electricity is always looking to ground itself...do not become a conductor of electricity.
- Verify signage, labeling and any applicable color-coding is visible and legible.
- Keep all sources of water away from electricity. Do not stand in water while operating electrical equipment.
- Do not dig or excavate underground without first knowing where power lines may exist. Consult with the local electrical company to verify these locations.

#### Questions to Generate Discussion

- What activities in your workplace create the greatest risk of electrical shock? What more can be done to reduce this risk?

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

#### Employee Participants:

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