





# WEEKLY SAFETY MEETING

## Electrical Safe Work Practices – GFCIs, Temporary Power & Temporary Lighting

1. It is Winger policy that whenever any employee is using a power tool or extension cord, they **MUST** be used with a Ground Fault Circuit Interrupter (GFCI). True or False? \_\_\_\_\_
2. GFCIs **MUST** be tested before use. True or False? \_\_\_\_\_
3. Visually inspect each cord set, attachment cap, plug and receptacle of cord sets, and any equipment connected by cord and plug before each day's use for external defects, such as deformed or missing pins or insulation damage, and for indications of possible internal damage. True or False? \_\_\_\_\_
4. If any electrical equipment needs to be repaired, you need to:
  - A. Tag it as "**DAMAGED EQUIPMENT**"
  - B. Remove it immediately from service
  - C. Notify your supervisor.
  - D. All of the above
 \_\_\_\_\_
5. Cords and cables **MUST** not run through fixture, cabinet or panel knockouts without bushing and strain relief. True or False? \_\_\_\_\_
6. Extension cords can be fastened with staples, hung by nails, or suspended by any un-insulated wire. True or False? \_\_\_\_\_
7. All electrical cords not essential to plant operations **MUST** be unplugged when not in use. True or False? \_\_\_\_\_
8. When cords and cables have to pass through doorways, windows, and holes or any other areas subject to pinching or abrasion, they **MUST** be protected. True or False? \_\_\_\_\_
9. Cords and cables **MUST** be protected at all times. **DO NOT** drive over extension cords. True or False? \_\_\_\_\_
10. Repairs made to 110 volt cords, 240/480 cords, welding leads, or any other electrical cords, are permitted using which of the following guidelines.
  - A. Only appropriate shrink wrap material will be used to repair cords.
  - B. Only one (1) repair in 10' of cord is allowed.
  - C. No more than three (3) repairs within 50' of cord will be allowed.
  - D. All of the above
 \_\_\_\_\_
11. All plates and covers on electrical equipment **MUST** be closed and secured at all times unless necessary to open for repairs. True or False? \_\_\_\_\_
12. It is ok to use knockout boxes as a receptacle on the end of extension cords. True or False? \_\_\_\_\_
13. It's acceptable to use a cord or tool that is missing a ground prong. True or False? \_\_\_\_\_
14. Bulbs on approved types of temporary lighting **MUST** be protected by a guard. True or False? \_\_\_\_\_
15. Allow \_\_\_\_\_ feet in front of electrical panels for emergency access. \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Trained by:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Trained by Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Location:** \_\_\_\_\_