



WEEKLY SAFETY MEETING

Electrical Safe Work Practices - NFPA 70E

General Safety Methods

Electrical safe work practices are procedures established to protect workers from electrical shock and arc flash hazards. Protect yourself when working with or near sources of electricity, or tools and equipment powered by electricity.

- ⚡ **ALWAYS** be aware of your surroundings. Learn to recognize potential electrical hazards prior to beginning work.
- ⚡ Implement all safe work practices necessary to protect yourself from electrocution, shock, burns, arc flashes, and arc blasts.
- ⚡ **ALWAYS** wear the correct Hazard Risk Category (HRC) rated Personal Protective Equipment (PPE).
- ⚡ **ALWAYS** utilize **LOCKOUT / TAGOUT** methods for isolation.
- ⚡ **DO NOT** stand on wet surfaces while working on energized electrical equipment. **NEVER** plug in cords that are wet or touch electrical equipment with wet hands.
- ⚡ **DO NOT** climb onto, walk on, or tie equipment to electrical conduits or cable trays.
- ⚡ Maintain a three (3) foot clearance around electrical panels for quick access. Sufficient space **SHALL** be provided and maintained in the area of electrical equipment to permit ready and safe access of such equipment.
- ⚡ Metal Ladders **SHALL NOT** be utilized while performing any electrical work. Only use inspected fiberglass ladders.
- ⚡ When utilizing an aerial lift or fork truck, watch for overhead power lines and maintain clearance distance.
- ⚡ Maintain a clear and clean worksite.
- ⚡ Recognize and respect approach distances for high voltage.

Voltage (nominal, KV, alternating current)	Minimum clearance distance (feet)
up to 50	10
over 50 to 200	15
over 200 to 350	20
over 350 to 500	25
over 500 to 750	35
over 750 to 1,000	45
over 1,000	as established by the utility owner, operator, or RPE

Working with Energized Circuits

The OSHA standards for construction and general industry include specific requirements for working on or in close proximity to energized circuits.

- ⚡ Only **“qualified”** electricians may work on energized circuits or in close proximity to energized, unguarded parts.
- ⚡ OSHA considers any circuit at 50 volts or above that is not locked out to be energized.
- ⚡ It is Winger policy when working with 50 volts or more that a Winger Electrical PJHA must be completed with crew. For 480v or higher a Winger Electrical Permit must be utilized unless a customer has one that meets or exceeds our expectations.
- ⚡ Utilize appropriate barriers with conspicuous warning signs when required.
- ⚡ The correct Arc Flash Protective clothing **MUST** be worn whenever arc flash potential exists.
- ⚡ All work on energized equipment **MUST** be performed with insulated hand tools and while wearing approved and tested di-electric rubber gloves. If the work or tool makes it likely that a hand can slip from an insulated tool and contact an energized part, additional protective measures **SHALL** be taken, (i.e. di-electric blankets, etc.).
- ⚡ Winger requires at least two employees to be present when working on energized equipment at 480 volts and above.
- ⚡ **NEVER** take anyone else's word. **ALWAYS DOUBLE VERIFY** that the power is off. **VERIFY** yourself using appropriate testing means and testers: Phase to Phase/ Phase to Ground.
- ⚡ **ALWAYS** utilize **LOCKOUT / TAGOUT** unless energized for troubleshooting job tasks.
- ⚡ Whenever possible, electrical circuits and equipment **SHALL** be de-energized, tested, and grounded before work is performed on them.
- ⚡ **ALWAYS TEST BEFORE TOUCH.**
- ⚡ Rings, watches and other conductive materials **MUST** be removed when working in close proximity to exposed energized circuits.

Special Considerations:

- ⚡ Certain work on energized circuits of 50 volts or greater constitutes a significant potential for arc flash exposure and requires the use of company-provided Arc Flash Protective Equipment. Arc Flash Protective suits **MUST** be worn to cover any other garments being worn (closed to collar). A balaclava, hearing protection, and full face shield with UV shade lens to protect ears, eyes, face and neck area from the hazards of arc blast or ultraviolet flash and flying debris. Rubber gloves of the appropriate class for the voltage to be worked on and leather protector gloves **SHALL** be worn.
- ⚡ When working on or in close proximity to exposed energized conductors, First Aid / CPR trained people **MUST** be present on the jobsite (company personnel, other trades, or the client).
- ⚡ High capacity battery systems, even at low voltage, present significant hazards which requires use of all the protective measures normally used for work over 480 volts as well as special training, tools and PPE.

When working with electricity, ALWAYS use common sense and take all required precautions. The above requirements are the minimum necessary – DO NOT hesitate to request and wear protective equipment when not required and take extra precautions to prevent potential incidents!



Meeting Date: _____

Trainer: _____

Supervisor: _____

Location: _____

Attendees: (Please print clearly)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



WEEKLY SAFETY MEETING

ELECTRICAL SAFE WORK PRACTICES – NFPA 70E QUIZ

Circle or write the correct answer:

1. ALWAYS be aware of your surroundings and learn to recognize potential electrical hazards prior to beginning work. True or False
2. NEVER stand on wet surfaces while working on energized electrical equipment or plug in cords that are wet or touch electrical equipment with wet hands. True or False
3. Never climb onto, walk on, or tie equipment to electrical conduits or components. True or False
4. Maintain a minimum of _____ feet around electrical panels for quick access.
5. It is ok to use metal ladders while working around or performing any electrical work. True or False
6. I do not have to pay attention to overhead power lines. True or False
7. Only qualified electricians may work on or in proximity to any energized circuits. True or False
8. OSHA considers any circuit at _____ volts or above that is not locked out to be energized.
9. When working with _____ volts or higher, an electrical PJHA must be completed by crew.
10. For exposures to _____ volts or higher an Electrical Permit must be completed.
11. To ensure a system is de-energized ALWAYS test before touch. True or False
12. I do not have to follow TEST BEFORE TOUCH as a safe work practice. True or False
13. All work on energized equipment MUST be performed with insulated hand tools and while wearing approved and tested di-electric rubber gloves. True or False
14. You do not have to wear arc flash rated PPE when working on 50 volts or greater. True or False
15. You do not have to have a trained person in First Aid/CPR on the jobsite. True or False



Printed Name: _____ Trained by: _____

Signature: _____ Trained by Signature: _____

Date: _____ Location: _____