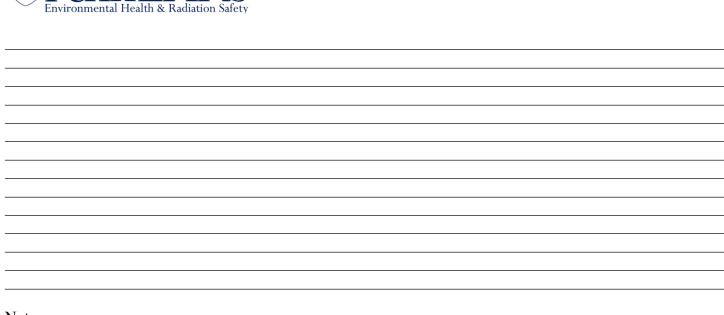


## **ELECTRICAL SAFETY JOB PLANNING & BRIEFING CHECKLIST**

COMPLETED BY:	DATE:
TASK/LOCATION:	
ATTENDEES (Continue on reverse)	
Identify	
☐ The hazards	How many people are needed to safely do the job?
☐ The voltage levels involved	☐ The electrical shock protection boundaries
Skills required	☐ The available incident energy
Any "foreign" (secondary source) voltage source	Potential for arc flash (Conduct a flash-hazard analysis)
Any unusual work conditions	☐ The flash protection boundaries
Ask	
Can the equipment be de-energized?	☐ Is a standby person required?
Can the circuits to be worked on be back fed?	
Check	
☐ Job plans	☐ Safety procedures
Single-line diagrams and vendor prints	☐ Vendor information
Status board	☐ That individuals are familiar with the facility
Facility and vendor resource information is up to date	
Know	
What the job is	☐ Who is in charge
☐ Who else needs to know – communicate!	
Think	
About the unexpected eventwhat if?	☐ Install and remove grounds
Lock-Tag-Test-Try	☐ Install barriers and barricades
Test for voltage – FIRST	☐ What else?
Use the right tools and equipment, including PPE	
Prepare for an emergency	
☐ Is the standby person CPR trained?	☐ What is the exact work location?
☐ Is the required emergency equipment available?	☐ How is the equipment shut off in an emergency?
Where is the nearest telephone?	☐ Where is the fire extinguisher?
Where is the fire alarm?	Are radio/cell phone communications available?
☐ Is confined space rescue available?	
	•



Notes: