

ELECTRICAL SAFETY JOB PLANNING & BRIEFING CHECKLIST

COMPLETED BY: _____ DATE: _____

TASK/LOCATION: _____

ATTENDEES (Continue on reverse) _____

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

