

ELECTRICAL SAFETY PROGRAM ASSESSMENT

Completed by: _____

Date: _____

Requirement Explanation	Yes	No
<p>Equipment that is "hard wired" into the building power supply is maintained, fixed or repaired only by "qualified" individuals who have undergone specific training in electrical hazards and who understand the protective measures and controls needed to perform their tasks safely.</p> <ul style="list-style-type: none"> • The dept. and outside employer (contractor) shall only have "Qualified" personnel working on or near energized electrical equipment. • Servicing and maintenance of electrical equipment may require lockout and tagout procedures. The requirements for locking, tagging and verifying may differ from routine energy isolation procedures. 		
<p>Design/Product Safety – new equipment or major modifications to existing equipment are evaluated for electrical safety hazards and issues prior to purchase and installation.</p>		
<p>Routine Tasks – Employees routinely use cord and plug equipment. Electrical exposure is not commonplace for other reasons in this company. Employees are instructed to notify their supervisor if electrical issues or hazards exist.</p>		
<p>Non-Routine Tasks - such as working on energized equipment. Procedures and training clearly specify that employees are not to undergo this type of task or activity with regard to building or equipment maintenance or repair.</p> <ul style="list-style-type: none"> • Only the employees who are "<u>qualified</u>" are permitted to work on or near energized electrical equipment. Only qualified persons are permitted to verify the absence of voltages using test instruments for electrical LO/TO. • All "<u>non-qualified</u>" employees are to be trained and understand their limitations to working near exposed electrical hazards. Be familiar with safe work practices that are necessary for their safety. 		
<p>Electrical service panel boxes (circuit breakers or fuse boxes) have covers that remain in the closed position when not immediately in use.</p> <ul style="list-style-type: none"> • Boxes must have clear and unobstructed access at all times. (no storage in front of panels or to 3 feet of either side) 		
<p>Electrical service outlets and receptacles have cover plates to protect wiring.</p>		
<p>Electrical outlets and receptacles within 3 feet of any water source (tap, faucet or spigot) are GFCI protected.</p>		