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ELECTRICAL SAFETY

TOOLBOX TALK CONTENT

Document ID: TBT-003

**Document Approval History**

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| **Document Revision No.** | **Effective Date** | **Created**  **by:** | **Reviewed & Approved**  **by:** |
| Revision 0 | DD.MM.YYYY | HSE Advisor | HSE Manager |
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**Document Revision History**

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| **Document Revision No.** | **Sections Revised** | **Description of Changes** |
| 00 | N/a | Published |
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| **TOPIC** | **ELECTRICAL SAFETY** | **DISCUSSED?** | |
| **THINGS TO DISCUSS**  (a couple of topics to be selected and discussed when conducting the talk) | **YES** | **NO** |
| **DEFINITION** | * What is electrocution or electric shock. |  |  |
| **HAZARDS** | * Hazards to human health and consequences. |  |  |
| **TASK** | * Identify the type of task * Check the duration of the task * Ensure that the employee is aware about the task |  |  |
| **ELECTRIC SHOCKS** | * Defective power tool * Defective extension cords * Overloading a switch or over-riding a by-pass * Not grounding electrical equipment * Contact with live electric lines and high power lines with the power arching over and making contact.. |  |  |
| **ADDITIONAL ARRANGEMENTS** | * Ensure availability of Competent First Aider and First Aid box station * Ensure involved Personnel area aware of location of First Aid box * Ensure First aider's details are posted on site working area * Ensure availability of adequate Fire Extinguishing arrangements |  |  |
| **ENVIRONMENT** | * How the environment can impact electrical safety |  |  |
| **AVOIDING ELECTRIC HAZARD** | * Always inspect tools and equipment for frayed cords and defective plugs before using them * Never use a power tool that has had the ground plug removed; inspect the plug * Access to be free from obstruction -Never stand in water and operate a power tool |  |  |
| **BARRICADE & SIGNAGE** | * Barricade the work area * Display adequate & appropriate warning signs * Benefits of barricading the work area * Displaying warning signs |  |  |
| **ILLUMINATION** | * Adequate illumination requirement at working area * Use of clear safety glass in enclosed area |  |  |
| **COMPETENCY** | * Competent Confined space watcher to be available while work is going on inside confined space |  |  |
| **PPE** | * What is the appropriate PPE required for the task at hand? * Benefits of using Personal Protective Equipment |  |  |
| **EMERGENCY ARRANGEMENTS** | * Emergency rescue team & emergency equipment used for electric shock * What happens to the permit in case of an emergency? |  |  |
| **OTHER** | * Consider all power lines “live” and avoid contact with them |  |  |

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| **THINGS TO REMEMBER** (consider these points when conducting your toolbox talk) | | | |
| **Description** | **Yes** | **Description** | **Yes** |
| Toolbox Talk should be short and to the point and relevant to the work being conducted | ✓ | Toolbox Talk should be entertaining and if possible, interactive. | ✓ |
| Person Giving the Toolbox Talk  (Name, Signature & Date) |  | | |