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ELECTRICAL SAFETY

TOOLBOX TALK CONTENT

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**Document Approval History**

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| **Document Revision No.** | **Effective Date** | **Created** **by:** | **Reviewed & Approved** **by:** |
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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.
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| **HAZARDS** | * Hazards to human health and consequences.
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| **TASK** | * Identify the type of task
* Check the duration of the task
* Ensure that the employee is aware about the task
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| **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
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| **ENVIRONMENT** | * How the environment can impact electrical safety
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| **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
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| **COMPETENCY** | * Competent Confined space watcher to be available while work is going on inside confined space
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| **PPE** | * What is the appropriate PPE required for the task at hand?
* Benefits of using Personal Protective Equipment
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| **EMERGENCY ARRANGEMENTS** | * Emergency rescue team & emergency equipment used for electric shock
* What happens to the permit in case of an emergency?
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| **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) |  |