# ELECTRICAL SAFETY JOB PLANNING CHECKLIST

<table>
<thead>
<tr>
<th>Identify</th>
<th>Check</th>
<th>Think</th>
</tr>
</thead>
<tbody>
<tr>
<td>The hazards (complete the hazard analysis worksheet)</td>
<td>How many people are needed to safely do the job?</td>
<td>Installing barriers and barricades</td>
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<tr>
<td>The voltage levels involved (Nominal and RMS)</td>
<td>The shock protection boundaries</td>
<td>Will insulated tools be needed</td>
</tr>
<tr>
<td>Skills required</td>
<td>The available incident energy</td>
<td>Installing and removing grounds</td>
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<tr>
<td>Any &quot;Loop&quot; (secondary source) voltage source</td>
<td>Potential for arc flash</td>
<td>Will installed blankets be used</td>
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<tr>
<td>Any unusual work conditions</td>
<td>The flash protection boundaries</td>
<td>Is temporary lighting needed</td>
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<td></td>
<td></td>
<td>Will the forecasted weather have any impact</td>
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<td></td>
<td>Training needed</td>
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<td></td>
<td></td>
<td>Will any motorized equipment need to enter the limited approach</td>
</tr>
<tr>
<td></td>
<td></td>
<td>boundary</td>
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<tr>
<td></td>
<td></td>
<td>Will any portable tools be needed, battery power or plug-in?</td>
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<td></td>
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<td>Is a portable GFCI needed</td>
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<td></td>
<td>Are heat or cold injuries a concern and require monitoring</td>
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## Ask
- Can the equipment be de-energized?
- Is a standby person required?
- Can the circuits to be worked on be back fed?
- Will this involve a "complex" LOTO procedure?
- Do the circuits to be worked have maintenance switches?
- Can remote operating devices be used?

## Check
- Job plans
- Safety procedures
- Single-line diagrams and as-built drawings
- Vendor information
- Equipment condition (Normal or Abnormal)
- Are individuals are familiar with the facility & equip.
- Facility and vendor resource information is up to date
- Arc Flash Hazard Analysis Studies
- Know
- What the job involves
- Who is in charge (Responsible Individual)?
- Who else needs to know? – Communicate!
- What activities will be conducted by contractors?
- Is a confined space permit required?
- Is an Energized Work Permit required?
- Can Maintenance Switches be engaged to reduce Arc Flash hazard?

## Think
- About the unexpected events…what if?
- Installing barriers and barricades
- Will insulated tools be needed
- Will insulated blankets be used
- Installing and removing grounds
- Is temporary lighting needed
- What length, size, and type grounds will be used
- Will the forecasted weather have any impact
- Is a voltage source available to verify meter function
- Training needed
- Will any motorized equipment need to enter the limited approach boundary
- Will any portable tools be needed, battery power or plug-in? Is a portable GFCI needed
- Will any aerial lifts be needed
- Are heat or cold injuries a concern and require monitoring
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Prepare for an emergency

☐ Is the standby person CPR/First Aid Certified? ☐ What is the address of the exact work location?

☐ Will a first responder bag and rescue hook be needed ☐ How is the equipment shut off in an emergency?

☐ Where is the nearest telephone or do I have cell reception? ☐ Where is the fire extinguisher?

☐ What radio channel will be monitored? ☐ Where is the fire alarm?

☐ Is confined space rescue equipment available? ☐ Are there multiple exits?

☐ Does EH&S or GFR need to be made aware of work?

Hazard Assessments

☐ Limited Approach Boundary: ☐ PPE HRC:

☐ Restricted Approach Boundary: ☐ Insulated Glove Class:

☐ Incident Energy (Cal/cm2): ☐ Method of Barricade:

☐ Arc Flash Boundary: ☐ PPE:

☐ RMS Voltage:

Planning Completed By:

Name(s): ____________________________ Date: ________________

Project Name: ____________________________

Project Location (Address, Bldg Name, Floor, Room, etc.):

____________________________________________________________________

At the conclusion of the work, COPIES of all completed documents are to be submitted to your department supervisor:

☐ Job Planning Form ☐ LO/TO Procedure
☐ Job Briefing Form ☐ LO/TO Device Removal Form
☐ Energized Work Permit ☐ Confined Space Permit
☐ Hazard Analysis Worksheet

Remember Job Planning and a Job Briefing are two different but critically important steps in ensuring the safety of everyone!