Toolbox Talks – Electrical Safety

The following rules apply only to electrical installations used on the jobsite, both temporary and permanent:

1. Extension cords with portable electrical tools and appliances shall be of three-wire types. Grounds are never to be removed from the extension cords.
2. Temporary lights shall be equipped with guards to prevent accidental contact with the bulb. Guards are not required when the reflector is constructed in such a way that the bulb is deeply recessed.
3. Temporary lights shall not be suspended by their electric cords unless cords and lights are designed for this means of suspension.
4. Splices shall have insulation equal to that of the cable.
5. Electrical and extension cords or cables are not to be laid on floors, in walkways, etc., unless it is impractical to do otherwise. They should be suspended or secured in such a way as not to block or hang in walkways, doorways or work areas.
6. Panel boxes shall have a cover on them at all times, except when being serviced; when a temporary cover is in place, it should be marked “HOT” to denote live current.
7. Explain to the employees which ground fault system is being used, either GROUND FAULT CIRCUIT INTERRUPTERS, OR ASSURED EQUIPMENT GROUNDING CONDUCTOR PROGRAM.

With electricity we are dealing with something that cannot be seen and is still the most useful power controlled by man. It is useful, but can be a very destructive power to both man and material if the proper precautions are not taken. The danger is always there, and we must know what means of protection can be used to eliminate the hazards.

Portable Power Tools
In construction, portable power tools with defective wiring cause many injuries. The following safe practices are recommended:

1. Use tools with three wire plug and make sure connections are tight.
2. Check tool, equipment, and cables frequently for safe condition.
3. Disconnect tool before making adjustments or repairs.
4. When using power tools in a wet area, use caution—the shock hazard is increased.

Electrical Outlets

Before Using. Make a safety check for loose cable connections, bare wires, cracked outlets, and missing or damaged face plates.

When Using. Be sure plug fits firmly and check for any signs of heating caused by faulty connections.

To Remove Cord – Grab At Plug

Yanking a cord from an outlet can:

- Break cord insulation and wires;
- Pull loose wire connections;
- Bend plug prongs; and
- Spread clips inside outlet.
About the Three (3) Prong Plug
Guard it! It is your shock LIFEGUARD. Never cut off the third prong to fit an older, two-hole outlet. Never use a two-wire extension cord with this three-prong plug. If using an adapter at a two-hole outlet, be sure the pigtail is attached to face plate screw. (NOTE: Screw must be tested for known “ground source.”)
Our safety evaluations, reports and recommendations are made solely to assist your organization in reducing hazards and the potential of hazards and accidents. These recommendations were developed from conditions observed and information provided at the time of our visit. They do not attempt to identify every possible loss potential, hazard or risk, nor do they guarantee that workplace accidents will be prevented. These safety evaluations, reports and recommendations are not a substitute for ongoing, well-researched internal safety and risk management programs. This report does not warrant that the property inspected and its operations are compliant with any law, rule or regulation.

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**Items Discussed:**

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**Problem Areas or Concerns:**

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**Attendees (Signatures):**

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**Comments:**

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