

Annual Supervisory Work Practice Observation Checklist

TASK: ELECTRICAL

Work on Voltages 209-240 Single Phase and fed by 75 KVA or less. Dismantle; remove covers or open doors for entry to panel with the movement of wiring or components around live parts for the purpose of diagnostic testing and routine tightening loose components.

- 1.) The worker reviewed the arc flash label information on the equipment and visually inspected area to identify any potential hazards. The upstream isolation device was located by the worker.
- 2.) The worker used barricade methods to establish boundary area.
- 3.) The worker removed all conductive objects from clothing.
- 4.) Ask, "A short circuit fault may occur because of what actions?"
 - a. E.g. damaged wiring, metal touching exposed part, meter fault,
- 5.) Ask, "What if the floor is damp or wet?"
 - a. Obtain insulated mat or other material to work out of the water.
- 6.) Ask, "What if the area is dimly lit?"
 - a. Obtain task lamp or other lighting source.
- 7.) Worker inspects testing instruments for job and ratings and test leads.
- 8.) Worker obtains and wears proper PPE during work.
 - a. Minimum PPE is used per label instructions.
- 9.) Worker enters panel or enclosure safely.
- 10.) Worker reviewed drawings or documents or knows the location to find such material if required.
- 11.) Tested the rated voltage detector with a known good circuit first.
- 12.) Performed diagnostic checks on load side of protective device.
- 13.) Ask, "Who is allowed to cross the barricade tape into the boundary area?"
 - a. A qualified worker can only cross into the AF or Shock boundary
- 14.) Ask, "If he or she must leave the boundary area what he or she would do?"
 - a. Have a qualified attendant remain at the boundary area to warn people away from the hazard.
- 15.) Tell the worker, "A loose connection was discovered, what he or she would do?"
 - a. e.g., go to the manager or acting manager to obtain electrical insulated tools.
 - b. e.g., if work cannot be done safely remove power and lock out source.
- 16.) Tell the worker, "The job cannot be completed on your shift describe the necessary actions to take."
 - a. Apply shop lockout to source and log description of work, advice acting manager and leave barricade in place.
- 17.) The worker completed or left the area in a safe condition.
- 18.) The worker completed the task of diagnostic work procedures (e.g. current testing, voltage testing) involving the removal of covers, doors or panels and the movement of insulated conductors. The worker has demonstrated the use of safe work practices and use of electrical insulated tools for routine electrical work.