



HUMAN RESOURCES DEPARTMENT SAFETY AND INDUSTRIAL HYGIENE UNIT	SUBJECT: SAFE WORK PRACTICES CHECKLIST FOR LOW VOLTAGE ELECTRICIANS	REVISIÓN A	PAGE 1 OF 6
FOR USE WITH SAFE WORK PRACTICES FOR LOW VOLTAGE ELECTRICIANS STANDARD 2600SEG131 AND ANNEX		REVISION September 15, 2005	EFFECTIVE DATE: September 15, 2005

Area	Checklist Items	2600SEG131	Check (√ or NA)
Introduction	Are only qualified and authorized personnel permitted to perform electrical work?	1.2.1	
Training	Are employees trained in the electrical hazards they will encounter?	2.1	
	Does the training received cover the subjects required by the Standard?	2.2.2	
	Are personnel up to date in first aid techniques and cardiopulmonary resuscitation?	2.2.2.4	
	Are training sessions documented?	2.3.1	
General Work Practices	Are work practices consistent with the nature and range of related electrical hazards?	3.1.12	
	Are exposed energized electrical parts deenergized before employees perform work near or over them?	3.1.13	
	If the equipment is not locked or tagged, is work performed as if it were energized?	3.2.2	
Work on or near exposed deenergized parts	Is equipment locked and tagged according to Standard 2600SEG118, Lockout and Tagout?	3.2.4	
	Have procedures been established for deenergizing circuits and equipment prior to proceeding?	3.2.5.1	
	Are all possible power supply sources, tags, cards, signs, diagrams and drawings checked to ensure the equipment is deenergized?	3.2.5.2	
	Are other means used for deenergizing, other than control and/or lockout devices?	3.2.5.3	
	Are high capacitance elements discharged and short-circuited?	3.2.5.4	
	Was stored non electric energy released and/or blocked (pneumatic, hydraulic, etc)?	3.2.5.5	
	Whenever possible, are terminals visually checked to ensure they are open and/or physically separated?	3.2.5.6	
	Are conductors grounded where there is the possibility of induction from other energized parts?	3.2.5.8	
	If there are unlocked tags, have all requirements been met (any additional measures have been taken, the tag is for a single piece of equipment, the lockout does not extend beyond one work shift, and all employees are familiar with the procedure)?	3.2.5.9	
Work in or near exposed	Has the deenergized condition been checked by a qualified person prior to performing any work (activate controls, test, check induced voltage or backfeed)?	3.2.5.10	



HUMAN RESOURCES DEPARTMENT SAFETY AND INDUSTRIAL HYGIENE UNIT	SUBJECT: SAFE WORK PRACTICES CHECKLIST FOR LOW VOLTAGE ELECTRICIANS	REVISIÓN A	PAGE 2 OF 6
FOR USE WITH SAFE WORK PRACTICES FOR LOW VOLTAGE ELECTRICIANS STANDARD 2600SEG131 AND ANNEX		REVISION September 15, 2005	EFFECTIVE DATE: September 15, 2005

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deenergized parts	Prior to and after checking the deenergized status of the equipment, has the testing equipment been checked against a known source?	3.2.5.10.4	
	Prior to energizing the equipment, has the procedure been followed (check that the equipment is free from tools and persons, that locks and tags have been removed, and that it has been visually and orally confirmed that everyone has been alerted and at the proper safe distance)?	3.2.6	
Work in or near exposed energized parts	Are only qualified personnel permitted to perform jobs in or near exposed energized parts?	3.3.1.1	
	Is the work to be performed approved by the Division Manager or his assistant?	3.3.1.4	
	Have the procedures for working with energized equipment been prepared in writing?	3.3.2.4	
	Do procedures reasonably protect qualified personnel against direct and/or indirect contact with energized parts?	3.3.2.2	
	Are procedures appropriate for working conditions and the level of voltage involved?	3.3.2.3	
	Is a safe distance kept away from a four foot electric arc, or has it been calculated?	3.3.3.3	
	Are qualified personnel kept at the safest distance, as calculated for arc protection and estimated for protection from contact?	3.3.3.2	
	If qualified personnel must approach at less than a safe distance, do they use adequate personal protection equipment according to the electric arc flash risk assessment?	3.3.3.1	
	If qualified personnel must approach at less than a safe contact distance, do they use personal insulating protection equipment for the parts of the body beyond a safe contact distance?	3.3.4	
	Are UNQUALIFIED personnel kept outside of the safe approach boundaries according to Table 3.3.4?	3.3.5.1	
Work in or near exposed energized parts	Are UNQUALIFIED personnel properly warned that they are working near the safe approach boundaries?	3.3.5.2	
Safe distances from aerial power	Are safe distances kept between qualified personnel and/or equipment and materials, and exposed energized aerial power lines?	3.4.1.1	



HUMAN RESOURCES DEPARTMENT SAFETY AND INDUSTRIAL HYGIENE UNIT	SUBJECT: SAFE WORK PRACTICES CHECKLIST FOR LOW VOLTAGE ELECTRICIANS	REVISIÓN A	PAGE 3 OF 6
FOR USE WITH SAFE WORK PRACTICES FOR LOW VOLTAGE ELECTRICIANS STANDARD 2600SEG131 AND ANNEX		REVISION September 15, 2005	EFFECTIVE DATE: September 15, 2005

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lines	If personnel are UNQUALIFIED, is a distance of 10 feet (305 centimeters) kept at all times between personnel and/or equipment and materials, and exposed energized aerial power lines?	3.4.1.2	
	Are vehicles and equipment kept at a safe distance (10 feet)?	3.4.1.4	
Illumination	Is the work area adequately illuminated? See Standard 2600SEG293.	3.4.2	
Restricted and/or confined spaces	Are shields and/or barriers installed?	3.4.3.1	
	Are doors and moving parts secured to prevent contact with or pushing employees?	3.4.3.2	
Housekeeping in areas with exposed energized parts	Have barriers been installed to prevent accidental contacts when performing housekeeping?	3.4.4.2	
	Are all housekeeping tools and materials non-conductive when performing housekeeping in areas with exposed energized parts?	3.4.4.2	
Interlocks	If interlocks were disconnected, were they returned to their original state after work was completed?	3.4.5	
Batteries	When working with batteries, follow Standard 2600SEG220.	3.4.6	
Conductive Environments	In is conductive mediums (such as wet atmospheres, exteriors, sewers), do tools have double insulation?	3.4.7.1	
	Do all extension cords have GFCI protection?	3.4.7.2	
Use of Flammable Materials	If flammable materials are used, is there adequate ventilation?	3.4.8.1	
	If flammable materials are used, is the electrical equipment approved according to ERI?	3.4.8.2	
Fuse Change	When changing fuses, is the load of the affected circuit deenergized and/or removed?	3.4.9	
	If the circuit is not deenergized when changing fuses, are the protection equipment and the insulated tools used according to the existing voltage?	3.4.9	
Ungrounded conductive surfaces	If work is to be performed on ungrounded conductive surfaces, are insulating mats (blankets) installed?	3.4.10	
Equipment, Tools,	Does the equipment have a ground conductor and/or is it double-insulated?	4.1.2	



HUMAN RESOURCES DEPARTMENT SAFETY AND INDUSTRIAL HYGIENE UNIT	SUBJECT: SAFE WORK PRACTICES CHECKLIST FOR LOW VOLTAGE ELECTRICIANS	REVISIÓN A	PAGE 4 OF 6
FOR USE WITH SAFE WORK PRACTICES FOR LOW VOLTAGE ELECTRICIANS STANDARD 2600SEG131 AND ANNEX		REVISION September 15, 2005	EFFECTIVE DATE: September 15, 2005

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and Extension Cords	Are the equipment and/or tools certified by the UL, CSA, or a similar organization?	4.1.3	
	Are extension cords grounded?	4.1.4.1	
	Do cords for outdoor use have GFCIs?	4.1.4.2	
	Are extension cords placed where they cannot cause tripping or where they are not exposed to mechanical malfunction, excessive heat and/or the action of harsh chemicals?	4.1.4.4	
	Are extension cords secured with fasteners or in another way that can deteriorate the insulation of wires?	4.1.5.3	
	Are tools, equipment and/or extension cords inspected prior to each use to detect any external defects?	4.1.6.1	
	Are defective tools, equipment, and/or extension cords identified and segregated?	4.1.6.3	
	Check the inspection and repair logs.	4.1.6.4	
	Do the extension cords fabricated in-house comply with Standards?	4.1.4.3	
	Are tools and/or equipment raised by their cord, or is the cord pulled to disconnect them?	4.1.5	
	Is personal protection equipment used according to voltage to connect/disconnect energized plugs?	4.1.7.2	
	Are lockout-type plugs secured when connected?	4.1.7.3	
	Do plugs have strain relievers in good condition?	4.1.7.7	
	Do plugs and/or adapters maintain good connectivity with the ground conductor of the equipment/cord/circuit?	4.1.7	
Equipment, Tools, and Extension Cords	Do extension cords have equal or greater capacity than the loads connected to them?	4.1.7.4	
	Are insulated tools in good working condition and retain their factory-installed insulation intact?	5.4.1	
	When there is a possibility of contact with exposed energized parts, are the load-handling ropes made of non-conductive material?	5.4.2	
Power and Lighting Outlet Circuits	Are only approved switches (such as SWD switches) used to turn loads on and/or turn off loads?	4.2.1	
	Are there any blown switches or fuses, and are they being replaced without an electrical inspection?	4.2.2	
	Has protection been altered to a greater extent than permitted by ERI?	4.2.3	



HUMAN RESOURCES DEPARTMENT SAFETY AND INDUSTRIAL HYGIENE UNIT	SUBJECT: SAFE WORK PRACTICES CHECKLIST FOR LOW VOLTAGE ELECTRICIANS	REVISIÓN A	PAGE 5 OF 6
FOR USE WITH SAFE WORK PRACTICES FOR LOW VOLTAGE ELECTRICIANS STANDARD 2600SEG131 AND ANNEX		REVISION September 15, 2005	EFFECTIVE DATE: September 15, 2005

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Electrical Testing	Are only qualified personnel authorized to conduct testing?	4.3.1	
	Is a visual inspection made of test equipment and of equipment used to test for damage and defects?	4.3.2	
	Has the test equipment been checked, and is it functioning properly?	4.3.2.1	
	Is the test equipment appropriate for the environment, as well as for the voltages and currents involved?	4.3.2	
Portable Ladders	Do ladders have conductive components?	4.4.1	
Conductive Materials and Equipment	Are they handled in such a way as to avoid contact with exposed energized conductors or equipment?	4.5.1	
	If they must be handled near exposed energized conductors and/or equipment, have measures been taken to minimize danger of contact with conductors and/or equipment?	4.5.2	
Use of Personal Protection Equipment	Is personal protection equipment adequate for existing voltage and current levels?	5.1.2	
	Is protection equipment maintained in a safe condition, protected against damages, and reliable?	5.1.3	
	Has an arc flash hazard analysis been made for work at less than a safe distance, in order to determine the appropriate type of personal protection equipment?	5.1.7	
	Is facial and eye protection provided?	5.1.6	
	Is the protective head gear non-conductive?	5.1.5	
Gloves and Other Rubber Protection Equipment	Have the gloves and other equipment been tested PRIOR to use for the first time?	5.2.2	
	Have opened gloves been tested in the last 30 days?	5.2.2.5	
	Have gloves in sealed packages been tested in the last 60 days?	5.2.2.6	
	Do rubber gloves include their respective protective leather gauntlets?	5.2.2.7	
	Is form 2209-S included with the gloves in their respective protective bag or sack?	5.2.2.10	
	Are gloves air tested prior to each use?	5.2.2.9	
	Have mats (blankets) and other rubber equipment been tested in the last twelve months? Check the log.	5.2.3	
Clothing and Accessories	Conductive clothing and jewelry may NOT be used.	5.3.1	
	Clothing and/or synthetic material accessories that can catch fire and/or melt may NOT be used (polyester, nylon, etc. on their own, or in combination with cotton).	5.3.2	



HUMAN RESOURCES DEPARTMENT SAFETY AND INDUSTRIAL HYGIENE UNIT	SUBJECT: SAFE WORK PRACTICES CHECKLIST FOR LOW VOLTAGE ELECTRICIANS	REVISIÓN A	PAGE 6 OF 6
FOR USE WITH SAFE WORK PRACTICES FOR LOW VOLTAGE ELECTRICIANS STANDARD 2600SEG131 AND ANNEX		REVISION September 15, 2005	EFFECTIVE DATE: September 15, 2005

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Warning Techniques and Signs	When normally enclosed equipment and/or electrical parts are exposed, are they protected with barriers and/or shields to prevent UNQUALIFIED persons from being exposed to contact with equipment and/or parts?	5.4.4	
	Have substantial barriers been installed to prevent accidental contact?	5.4	
	When there is a risk of contact with exposed energized equipment, are barriers non-conductive?	5.5.3.2	
	If persons in charge are used, is the person in charge familiar with the electrical hazards in the area?	5.5.4.2	
	Is the person in charge knowledgeable in first aid techniques and cardiopulmonary resuscitation?	5.5.4.2	