

EMPLOYEE TRAINING RECORD

TRAINING TITLE General Electrical Safety

KEY TEACHING POINTS

Treat Electricity with care

Don't

- Use cords to move equipment.
- Staple or nail cords.

Do

- Untangle cords.
- Keep cords out of walkways.
- Keep your electrical equipment lubricated.

Protect Yourself from Shocks

- Shocks can injure you, make you fall, or kill you, so follow these precautions
 - Inspect equipment for frayed cords, plugs, or insulation.
 - Make sure equipment is grounded.
 - Never bend a plug or force it into an outlet.
 - Don't touch anything electrical with wet hands in a wet area.
 - Don't reach into a space that may contain energized equipment.
- Ask your supervisor if you have any doubts about the condition of electrical equipment.

Safe Practices

- Leave repairs to licensed electricians.
- Follow the rules, especially lockout/tagout instructions.
- Use personal protective equipment, such as rubber gloves and boots, specifically designed for protection from electrical hazards.
- Remove metal jewelry.
- Wear approved, insulated hard hats.
- Don't overload circuits or motors.
- Never use tools that smoke, smell, or spark.
- Stay a safe distance from power lines, especially with ladders.

If an Accident Does Happen

- Don't touch a shock victim. Use a wooden stick to remove the victim from the shock source.
- If possible, turn off the power.
- Call for help.
- Never use water on an electrical fire. Use a CO₂ extinguisher.

TEST

QUESTION	ANSWERS	
	TRUE	FALSE
1 Inspect equipment for frayed cords, plugs, or insulation.		
2 Never use tools that smoke, smell, or spark.		
3 Stay a safe distance from power lines, especially with ladders.		
4 If an accident happens, don't touch a shock victim.		
5 Never use water on an electrical fire.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE