

**EMPLOYEE TRAINING RECORD**

**TRAINING TITLE MISCELLANEOUS ELECTRICAL INSTRUCTIONS**

<b>HAZARDS</b>	<b>KEY TEACHING POINTS</b>
<ul style="list-style-type: none"> <li>• Traffic hazards</li> <li>• Electrical shock</li> <li>• Heavy materials</li> <li>• Obstructed work spaces</li> <li>• Airborne contaminants</li> <li>• Underground utilities</li> <li>• Noise</li> </ul>	<ul style="list-style-type: none"> <li>• Hazardous parking areas</li> <li>• Falling materials</li> <li>• Sharp edges and points</li> <li>• Above ground work</li> <li>• Equipment limitations</li> <li>• Excavation hazards</li> <li>• Footing and unstable terrain</li> </ul>
<b>PERSONAL PROTECTIVE EQUIPMENT</b> <ul style="list-style-type: none"> <li>• Hard hat</li> <li>• Gloves</li> <li>• Electrical protective equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Eye protection</li> <li>• Safety boots/shoes</li> </ul>
<b>SAFE OPERATING PROCEDURES</b> <ul style="list-style-type: none"> <li>• Review safe practice rules for applicable equipment (including rental equipment) and perform pre-operational checks.</li> <li>• Review work area protection and any traffic control requirements.</li> <li>• Park in an area suitable for entering and exiting your vehicle which does not cause a hazard to yourself or others.</li> <li>• Allow ample space for each employee to work safely. Do not “bunch” up.</li> <li>• While on foot, make every effort to perform your work facing oncoming traffic.</li> <li>• Use truck mounted work light or flashlight at night.</li> <li>• Be especially aware of traffic as driver perception is different at night and, also, drunk drivers are more prevalent at night.</li> <li>• Use proper testing procedures and equipment</li> <li>• Insure circuit is properly disconnected. Follow lockout/tagout procedures.</li> <li>• Good housekeeping will be continuously practiced to preclude obstruction of work spaces.</li> <li>• Check ladder footing on first and second step before climbing. Do not use the top 3 steps.</li> <li>• Be alert while working around others who are not part of your crew. Their safety procedures may differ from ours.</li> <li>• Follow your established hazardous materials policies when disposing of any gas filled lamp such as flourescent, mercury vapor or sodium vapor.</li> <li>• Maintain at least 10 feet of clearance from high voltage lines at all times.</li> <li>• Open safety switches, lock and tag out at any locations are automatically controlled.</li> <li>• Should work require entry into a confined space, a Confined Space Pre-Entry Check List shall be posted at the work site and must be completed and signed before entry into the confined space.</li> </ul>	

**TEST**

QUESTION	ANSWERS	
	TRUE	FALSE
1 Insure circuit is properly disconnected. Follow lockout/tagout procedures.		
2 Maintain at least 20 feet of clearance from high voltage lines at all times.		
3 While on foot, make every effort to perform your work facing oncoming traffic.		
4 Good housekeeping will be continuously practiced to preclude obstruction of work spaces.		
5 Be alert while working around others who are not part of your crew. Their safety procedures may differ from ours.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE

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