

## Chapter 10 – Form 2: Lockout / Tagout Electrical Safety Self-Inspection

### Electrical Safety Work Practices Checklist

**Guidelines:** This checklist covers the regulations issued by the Oregon Occupational Safety and Health Administration (OR-OSHA) under the general industry standards [1910.331](#), [1910.332](#), and [1910.333](#). This checklist applies to persons who are at risk of electrical shock.

Please review and complete the **CH 10, Form 1, Lockout / Tagout Checklist** with this checklist. A 'yes' answer to a question indicates that this portion of the inspection complies with the PCC Plan. This checklist does not address work on or near energized overhead lines, or work in confined, or enclosed work spaces with energized lines.

#### 'Qualified' electrician review:

|                  |       |               |                      |
|------------------|-------|---------------|----------------------|
| Name / Signature | Title | Date (mmddyy) | <b>Please Circle</b> |
|------------------|-------|---------------|----------------------|

#### Training

1. Are employees who are at risk of electric shock trained in and familiar with the safety-related work practices required by OR-OSHA regulations. **Y N N/A**
2. Are qualified employees (those who are permitted to work on or near exposed energized parts) given the following training? **Y N N/A**
  - a. The skills and techniques necessary to distinguish exposed live parts from other parts of electric equipment,
  - b. The skills and techniques necessary to determine the nominal voltage of exposed live parts, and
  - c. The clearance distances specified in Table 1 and the corresponding voltages to which the **qualified person** will be exposed.

**Table 1: Minimum Distance for Voltage Ranges**

| Voltage range*<br>(phase to phase) | Required minimum distance<br>between workers and exposed,<br>energized parts |
|------------------------------------|--|
| <b>300V and less</b>               | <b>Avoid contact</b>   |
| >300V $\leq$ 750V                  | 1 ft. 0 in. (30.5 cm)  |
| >750V $\leq$ 2kV                   | 1 ft. 6 in. (46 cm)  |
| >2kV $\leq$ 15kV                   | 2 ft. 0 in. (61 cm)  |
| >15kV $\leq$ 37kV                  | 3 ft. 0 in. (91 cm)  |
| >37kV $\leq$ 87.5kV                | 3 ft. 6 in. (107 cm)   |
| >87.5kV $\leq$ 121kV               | 4 ft. 0 in. (122 cm)   |
| >121kV $\leq$ 140kV                | 4 ft. 6 in. (137 cm)   |

## Chapter 10 – Form 2: Lockout / Tagout Electrical Safety Self-Inspection

3. Is the degree of training provided determined by the risk to the person? Y N N/A

### Selection and Use of Work Practices

4. Are all live parts deenergized before employees work on them, unless deenergizing increases hazards or is not possible because of equipment design or operational limitations? Y N N/A

**Note:** *Live parts that operate at less than 50 volts to ground need not be deenergized if they do not cause increased exposure to electrical burns or explosion due to electrical arcs.*

5. If live parts are not deenergized, are other practices used to protect persons who may be exposed to electrical hazards? Y N N/A

6. Do these work practices protect the body against direct contact with energized parts and against indirect contact through a conductive object? Y N N/A

### Working On Or Near Exposed Deenergized Parts

7. If an employee has contact with parts of fixed electrical equipment or circuits that have been deenergized, have the circuits energizing the parts been locked and/or tagged? Y N N/A

8. Is a written copy of electrical safety procedures (including lockout and tagging) available for inspection? Y N N/A

9. Are safe procedures determined before circuits or equipment are deenergized? Y N N/A

10. Are the circuits and equipment to be worked on disconnected from all energy sources? Y N N/A

11. Has stored, hazardous electric energy been released? Capacitors? Y N N/A

12. Is stored nonelectrical energy in devices that could reenergize electric circuit parts blocked or relieved enough to prevent circuit parts from being accidentally energized by the device? Y N N/A

13. Is a lock and tag placed on each disconnecting means used to deenergize circuits and equipment? Y N N/A

14. Is the lock attached so no one can operate the disconnecting means? Y N N/A

15. Does each tag have a statement prohibiting unauthorized operation of the disconnecting means and removal of the tag? Y N N/A

16. When a tag is used without a lock, is at least one additional safety measure used that provides a level of safety equivalent to that obtained from a lock? Y N N/A

## Chapter 10 – Form 2: Lockout / Tagout Electrical Safety Self-Inspection

17. Is a lock placed without a tag only under all the following conditions? Y N N/A

- a. Only one circuit or piece of equipment is deenergized.
- b. The lockout period does not extend beyond the work day.
- c. Employees exposed to the hazards associated with reenergizing the circuit or equipment are familiar with this procedure.

18. Are the requirements below met before any circuit or equipment can be considered deenergized? Y N N/A

- a. A qualified person verifies that the equipment cannot be restarted.
- b. A qualified person verifies that the circuit elements and electric parts of equipment to which students or employees will be exposed are deenergized. The qualified person must also determine whether any energized conditions exist as a result of inadvertently induced voltage or unrelated voltage feedback (even though parts of the circuit have been deenergized and presumed to be safe).

19. Are all of the following requirements met (in the order given) before circuits or equipment are reenergized, even temporarily? Y N N/A

- a. A qualified person verifies that all tools, electrical jumpers, shorts, grounds, and other such devices have been removed so that the circuits and equipment can be safely energized.
- b. Persons exposed to the hazards associated with reenergizing the circuit or equipment are warned to stay clear of circuits and equipment.
- c. Each lock and tag is removed by the person who applied it or under his or her direct supervision. However, if the person who applied the lock or tag is absent from the workplace, the lock or tag may be removed by a qualified person designated to perform this task provided that:
  1. The person who applied the lock or tag is not available at the facility.
  2. The person who applied the lock or tag is aware that the lock or tag has been removed before he or she resumes work.
- d. All persons are clear of the circuits and equipment.

### Working On Or Near Exposed Energized Parts

20. Are only qualified persons permitted to work on electric circuit parts or equipment that have not been deenergized? Y N N/A

21. Are employees restricted from entering spaces containing exposed energized parts, unless illumination is provided that enables them to perform the work safely? Y N N/A

## Chapter 10 – Form 2: Lockout / Tagout Electrical Safety Self-Inspection

|   |             |
|---|-------------|
| 22. Are employees prevented from handling conductive materials and equipment that are in contact with the person's body that may contact exposed energized conductors or circuit parts?   | Y   N   N/A |
| 23. If employees must handle long-dimensional conductive objects (such as ducts and pipes) in areas with exposed live parts, have work practices been instituted (such as the use of insulation, guarding, and material handling techniques) that will minimize the hazard? | Y   N   N/A |
| 24. Do portable ladders have nonconducting siderails when they could contact exposed, energized parts?  | Y   N   N/A |
| 25. Is the use of conductive articles of jewelry, clothing (such as watchbands, bracelets, rings, keychains, necklaces, metalized aprons, cloth with conductive threads, or metal head gear) prohibited for persons working with electricity?                               | Y   N   N/A |
| 26. Are employees prohibited from performing housekeeping duties where live parts present an electrical contact hazard due to housekeeping duties that must be performed near such parts?   | Y   N   N/A |
| 27. If employees do conduct housekeeping duties near live electrical circuits, are adequate safeguards (such as insulating equipment or barriers) used?   | Y   N   N/A |