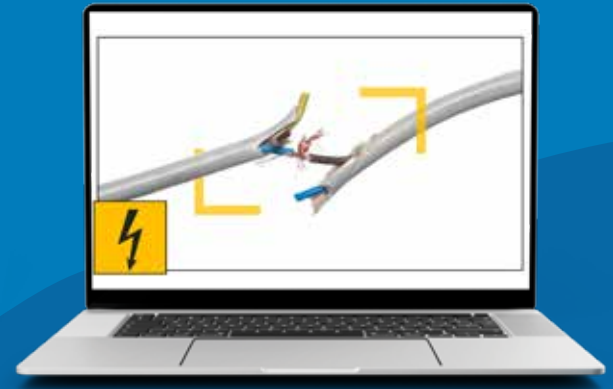


Electrical Safety

Electricity is part of nearly every job, yet it remains one of the most underestimated workplace hazards. In this series, you'll learn how electricity works, how to recognize dangers, and how to apply safe practices that protect both people and equipment. By developing these skills, you'll reduce risk, respond confidently in emergencies, and strengthen a culture of safety in your workplace.



Key Takeaways:

- Understanding electricity means knowing both its everyday uses and its potential dangers. By learning the basics, you'll be better equipped to spot risks before they cause harm.
- Safe habits matter just as much as technical knowledge. The way you plan, prepare, and follow procedures directly influences your safety and that of your coworkers.
- Protection comes from both equipment and culture. Using PPE, following OSHA standards, and supporting open communication about hazards all reinforce a safer workplace.

Team hazard hunt

Electrical hazards can be overlooked when they blend into the background. This activity helps your team sharpen its awareness and practice safe responses together.

1. Gather a small group in a common work area.
2. Give the team 5 minutes to silently walk the area and note any electrical hazards they see (e.g., daisy-chained cords, water near outlets, blocked panels).
3. Reconvene and share findings, discussing whether each hazard requires immediate action, reporting, or long-term fixes.
4. End by asking: "What's one change we can make today to reduce risks in this space?"

Reflection:

How confident are you in using PPE correctly for your role? What steps could you take to strengthen that confidence or support coworkers in doing the same?

Electrical Safety - Electrical Safety Fundamentals

Electricity powers nearly everything we touch, but even small mistakes can cause serious injuries. In this course, you'll learn how to recognize everyday hazards, use protective gear effectively, and follow safe practices to keep yourself and your coworkers safe. By mastering these fundamentals, you'll build habits that prevent accidents and protect lives on the job.



Safe Electrical Practices

A checklist helps you stay consistent and avoid overlooking small but critical safety steps. This one can guide your daily routine and make sure you're starting and finishing each job safely.

Before You Start Work

- ▶ Scan your work area for hazards like damaged outlets, exposed wires, water near equipment, or overloaded circuits.
- ▶ Inspect your tools: check for frayed cords, missing ground prongs, cracked housings, or loose connections.
- ▶ Confirm your PPE is in good condition and correctly rated for the task (insulated gloves, safety glasses, non-conductive footwear, etc.).
- ▶ Verify power is off with proper testing equipment before beginning work – never assume.

During Work

- ▶ Keep your work area dry and organized to avoid accidental contact with electricity.
- ▶ Don't yank, stretch, or run cords through doors where they can be damaged.

When Finishing Up

- ▶ Power down and safely store all tools and equipment.
- ▶ Double-check that all panels, covers, and protective barriers are back in place.
- ▶ Report any hazards, damage, or unsafe conditions to your supervisor immediately.

Lockout/Tagout

Hazardous energy is one of the most serious risks in industrial and maintenance environments. This series introduces the foundational principles of lockout/tagout (LOTO) and builds toward more advanced procedures, including shift changes, group lockouts, and exceptions. Whether you're new to LOTO or need a refresher, these courses will help you understand your responsibilities, protect your team, and stay compliant with OSHA standards.



Key Takeaways:

- Lockout/Tagout is a critical safety procedure designed to prevent the unexpected release of hazardous energy during maintenance or servicing.
- All employees must understand their role in the LOTO process – whether they are authorized to perform it, affected by it, or simply working nearby.
- Advanced LOTO procedures address real-world complexities like shift changes, group lockouts, and equipment testing, and require clear communication and documentation.

Quick Reference :

Authorized Employee: Performs LOTO procedures, applies/removes devices, and ensures equipment is safe

Affected Employee: Works near equipment being serviced; must not remove or bypass LOTO devices

Other Employees: May pass through areas where LOTO is in effect; must understand basic awareness

Employer: Develops, documents, and enforces the energy control program

Reflection Questions:

Are you confident in your understanding of LOTO procedures? What would you do if you encountered a machine that was tagged out but not locked? How does your team communicate during shift changes or shared maintenance tasks? What steps can you take to improve safety and clarity in those moments?

Preparing for an OSHA Inspection

A surprise OSHA inspection can be stressful but knowing what to expect can help your organization stay calm and compliant. This course explains the reasons inspections occur, the steps of the inspection process, and how to prepare your employees and records. Learners will gain strategies for organizing safety documentation, delegating inspection responsibilities, and protecting employee rights during an inspection.



Key Takeaways:

- OSHA inspections are typically unannounced and often result from complaints, severe injuries, or targeted programs. Preparing in advance ensures you are not caught off guard.
- A designated point person and strong documentation practices can make the inspection process smoother and more effective.
- Employee training, mock inspections, and proper recordkeeping help prevent citations and build workplace safety culture.

Checklist:

Preparing for an OSHA Inspection

Inspections can be a stressful time. Make sure you've taken these steps so that you're not unprepared, even if the inspection is unexpected.

- ✓ Identify and train a point person to escort OSHA inspectors and duplicate their notes, photos, and measurements.
- ✓ Maintain updated safety documentation, including illness and injury logs, training records, and emergency action plans.
- ✓ Conduct regular internal inspections or audits that simulate OSHA procedures to identify and correct hazards.
- ✓ Inform employees on their rights during inspections, including the right to decline interviews or request witness statements in another language.
- ✓ Institute a deep system of safety training, and document that your employees have received any training.
- ✓ Assemble an inspection kit with camera, notebook, measuring tools, and access to all necessary records.

Reflection:

What strategies can you use to ensure your workplace is always inspection-ready? How would you choose a point person, and what qualities make them effective in that role? Which safety records are most challenging for you to keep organized, and how might you improve your system?