

ENERGIZED ELECTRICAL WORK PERMIT

Authorize energized work only when justified, planned, and performed by qualified electrical workers using established shock and arc-flash controls.

2 Project Information		3 Permit Number	
5 Jobsite Location		4 Date	
1 Company Information		24 Permit Expiration	Date: _____ Time: _____
6 Description of Electrical Work		8 Voltage Level	
7 Equipment/System Identification		9 Circuit or Equipment Identification	

1-11 Permit, Equipment, Work, and Qualified Worker Information Define the task, voltage, circuit, justification, and responsible personnel.

10 Justification for Energized Work	11 Qualified Electrical Worker(s)
☐ De-energization introduces additional/increased hazard ☐ Task is infeasible in a de-energized state due to design/operation ☐ Diagnostic/testing work requires energized condition Detailed justification: _____ _____	Lead qualified worker: _____ Additional qualified workers: _____ Training / qualification verified: ☐ Yes ☐ No Job role / employer: _____ Unqualified persons excluded: ☐ Yes ☐ No

Permit Validity This permit applies only to the described task, identified circuit or equipment, stated voltage, qualified workers, and approved time period.

APPROACH BOUNDARY	LIMITED	RESTRICTED	PROHIBITED (IF APPLICABLE)	ARC FLASH	BARRICADE / CONTROL
DISTANCE	_____	_____	_____ / N/A	_____	_____

De-energization is the preferred control. Document why energized work is necessary and verify all feasible risk-reduction measures before authorization.

STOP WORK when conditions change, boundaries cannot be maintained, PPE or tools are unsuitable, test results are unexpected, or the permit expires.

12–15 Job Safety Planning and Electrical Hazard Analysis Document shock, arc-flash, boundaries, controls, and responsible qualified workers.

WORK STEP / HAZARD	VOLTAGE / EXPOSURE	12 SHOCK HAZARD ANALYSIS	13 ARC FLASH HAZARD ANALYSIS	14 APPROACH BOUNDARIES	CONTROLS / SAFE WORK METHOD	QUALIFIED WORKER / INITIALS
1	Soil, excavation faces, adjacent areas, and protective system inspected for distress or change			L: _____ S: _____ R: _____	L: _____ S: _____ R: _____	
2	Utility locates current; underground installations exposed, supported, protected, or isolated as required			L: _____ S: _____ R: _____	L: _____ S: _____ R: _____	
3	Protective system installed to approved configuration; shields extend and are used correctly			L: _____ S: _____ R: _____	L: _____ S: _____ R: _____	
4	Water accumulation controlled; weather, runoff, and drainage conditions acceptable			L: _____ S: _____ R: _____	L: _____ S: _____ R: _____	
5	Safe access/egress provided; spoil, materials, and equipment maintained at required distance			L: _____ S: _____ R: _____	L: _____ S: _____ R: _____	

WORK STEP / HAZARD	VOLTAGE / EXPOSURE	12 SHOCK HAZARD ANALYSIS	13 ARC FLASH HAZARD ANALYSIS	14 APPROACH BOUNDARIES	CONTROLS / SAFE WORK METHOD	QUALIFIED WORKER / INITIALS
6	Heavy-equipment clearance, warning systems, traffic control, and fall protection verified			L: _____ S: _____ R: _____	L: _____ S: _____ R: _____	
7	Atmosphere, PPE, emergency procedures, and employee protection requirements satisfied			L: _____ S: _____ R: _____	L: _____ S: _____ R: _____	

Use current equipment data, available incident-energy information, applicable tables, and approved electrical-safety procedures.

Control Priority: De-energize when feasible → establish an electrically safe work condition → eliminate exposure → use engineering and administrative controls → apply rated PPE and tools.

SAMPLE
SITE SAFETY DOC - PREVIEW ONLY

16–21 PPE, Tools, LOTO, Barricades, Emergency Response, and Pre-Job Briefing

16 Required Personal Protective Equipment (PPE)	17 Required Tools and Test Equipment
☐ Arc-rated clothing - rating: _____ cal/cm ² ☐ Arc-rated face shield / hood ☐ Voltage-rated gloves - class: _____ ☐ Leather protectors ☐ Safety glasses / goggles ☐ Hard hat / hearing protection ☐ Voltage-rated sleeves ☐ Dielectric footwear / matting ☐ Fall protection compatible with exposure Other PPE: _____	☐ Voltage-rated insulated tools ☐ Test instrument - category/rating: _____ ☐ Meter function / live-dead-live check ☐ Proximity / voltage detector ☐ Insulating blankets / covers / barriers ☐ Grounding equipment (if required) ☐ Hot sticks / rescue hook ☐ Barricades / warning signs ☐ Lighting / communications Other equipment: _____

16–21 Required Controls, Equipment, and Emergency Planning

18 Lockout/Tagout Verification (if applicable) ☐ N/A ☐ Applied where feasible ☐ Boundaries defined	19 Barricades and Warning Signs ☐ Installed ☐ Attendant required ☐ Access controlled
20 Emergency Response Procedures Shock / arc-flash response: _____	Emergency Contact / AED / Rescue Equipment Location / method: _____
21 Pre-Job Briefing ☐ Task ☐ Hazards ☐ Boundaries ☐ PPE ☐ Roles	Job Safety Planning ☐ Complete ☐ Changes reviewed
Test Equipment Verification Calibration / inspection: _____	Work Area Conditions ☐ Dry ☐ Clear ☐ Lighting adequate ☐ Secure

Electrical Safety References and Supporting Documents

☐ One-line / circuit drawing	☐ Equipment label / arc-flash study	☐ Electrical safe-work procedure	☐ LOTO procedure
☐ Job safety plan / briefing record	☐ Test-equipment record	☐ PPE inspection / rating records	☐ Other: _____

Permit Change / Stop-Work Trigger

STOP WORK and revise the permit when the task, equipment condition, circuit configuration, voltage, available fault current, clearing time, boundaries,

qualified workers, PPE, tools, barricades, approach conditions, or other permit conditions change; or when unexpected energy or damage is found.

Do not resume until hazards are reassessed, controls are restored, the briefing is repeated as needed, and the permit is reauthorized.

Permit Revision / Reauthorization Number		Revision / Expiration Date and Time	
Changed Condition / Additional Controls		Reapproved By	

22–23 Supervisor Authorization and Electrical Safety Approval Signatures confirm the justification, planning, analyses, and controls were reviewed.

AUTHORIZATION / APPROVAL	PRINTED NAME	SIGNATURE	DATE / TIME
Lead Qualified Electrical Worker			
22 Supervisor Authorization			
23 Electrical Safety Representative Approval			
Owner / Operations Approval (if required)			

24–27 Expiration, Completion, Closeout, and Retention: Verify safe work completion, restore the area, and document final disposition.

By signing, I confirm that I understand the energized-work justification, shock and arc-flash hazards, approach boundaries, controls, PPE, tools, emergency procedures, and stop-work responsibilities.

25 WORK COMPLETION VERIFICATION	RESPONSIBLE PERSON	DATE / TIME	VERIFIED / INITIALS
Energized task completed / stopped in safe condition			
Tools, grounds, covers, and temporary barriers accounted for			
Covers, guards, doors, and equipment restored			
Test equipment removed and work area cleared			
Personnel outside electrical hazard boundaries			
Normal equipment configuration verified			
Barricades / warning signs removed when safe			
Operations / affected employees notified			
Deficiencies, damage, or follow-up documented			
Comments / incident reference			

22 Supervisor Authorization | 23 Electrical Safety Representative Approval | 24 Permit Expiration | 25–27 Completion, Closeout, and Record Retention

26 Permit Closeout	☐ Work complete ☐ Suspended ☐ Transferred ☐ Reauthorization required	Closeout Date / Time	
25 Work Completion Verification	☐ Equipment safe ☐ Area restored ☐ Notifications complete	Final Approval / Comments	
27 Record Retention Location / Period		Permit Closed / Retained By	

IMPORTANT: This permit supports energized electrical work control but does not replace applicable laws, electrical-safety standards, equipment labeling, engineering studies, lockout/tagout procedures, manufacturer instructions, qualified-worker duties, or professional judgment. The employer remains responsible for justification, hazard analysis, qualified personnel, effective controls, authorization, closeout, and record retention.

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