

SITESAFETYDOC

ELECTRICAL SAFETY FIELD PACKAGE

Pre-task planning, energized-work prevention, temporary power, and verification

Use with the included bundle documents

Complete this field package with the included JHA, Daily Jobsite Inspection, Incident Report, Near Miss Report, Ladder Inspection, Hot Work Permit, and Toolbox Talks. Tailor controls to the system voltage, available fault energy, equipment condition, installation method, environment, adjacent work, and customer requirements.

Stop-work triggers

☐ Unknown source, voltage, or circuit identity	☐ Required de-energization not completed
☐ Unexpected voltage or failed absence-of-voltage test	☐ Damaged cords, tools, equipment, or enclosures
☐ Missing shock / arc-flash boundaries or PPE	☐ Improper temporary-power or GFCI protection
☐ Overhead / underground utility conflict	☐ Fire, shock, arc event, or medical emergency

Electrical-work planning workflow

1. Define the task, equipment, system boundaries, voltage, drawings, and responsible persons.
2. Identify every electrical and non-electrical energy source, backfeed, stored energy, and induced voltage.
3. Establish the de-energization, lockout/tagout, test-instrument, grounding, and verification steps.
4. Select qualified workers, approach boundaries, barricades, tools, PPE, and emergency arrangements.
5. Inspect temporary power, cords, ladders, test equipment, and the work area before starting.
6. Perform work under the approved method; stop for changes, unexpected energy, or damaged equipment.
7. Restore guards and covers, remove controls under procedure, re-energize deliberately, and close records.

Bundle contents

☐ Electrical Safety Field Package	☐ Job Hazard Analysis
☐ Daily Jobsite Inspection	☐ Incident Report
☐ Near Miss Report	☐ Ladder Inspection
☐ Hot Work Permit	☐ Toolbox Talks Bundle

IMPORTANT: These are general templates, not legal, engineering, or medical advice. Electrical work, energized-work justification, arc-flash assessment, approach boundaries, PPE, lockout/tagout, grounding, and utility clearances require employer-approved procedures and qualified-person review.

1. Pre-task and system assessment

Company / project / customer _____

Task / equipment / location _____

System / circuit identification _____

Nominal voltage / phase _____

Drawing / one-line / panel schedule _____

Supervisor / qualified person _____

Crew / subcontractors _____

Date / shift / conditions _____

Scope and coordination

#	Electrical-work control	YES	Notes / N/A
1	Task limits, equipment condition, drawings, labels, circuit identification, and operating state are confirmed.	☐	
2	Every normal, emergency, alternate, generator, UPS, photovoltaic, battery, and possible backfeed source is identified.	☐	
3	The electrical single-line, disconnects, overcurrent devices, control power, interlocks, and stored energy are reviewed.	☐	
4	Shutdown effects on life safety, production, alarms, ventilation, public areas, and adjacent workers are coordinated.	☐	
5	Overhead and underground utilities, excavation, wet locations, conductive spaces, and environmental hazards are evaluated.	☐	
6	The work method, qualified-person responsibilities, permits, boundaries, PPE, tools, and test equipment are approved.	☐	
7	Emergency access, site address, communication, first aid, AED availability, and rescue arrangements are confirmed.	☐	

System sketch / isolation map

Sketch / attachment reference	Prepared by	Date / revision