



Annual Employee Audit of General Electrical Safety Procedures

This audit sheet should be used to help demonstrate that an employee is capable of performing general electrical safety procedures. This sheet should not be used for machine/equipment specific electrical safety auditing or as a LOTO audit.

1. Date of audit: _____
2. Name of employee being audited: _____
3. Auditor name: _____
4. Date of the employee's next electrical safety training: _____
5. Did the auditor perform annual contact release training for the employee? (circle) Yes No

Note: Employees responsible for responding to medical emergencies shall be trained in first aid and emergency procedures, CPR and AED. Refresher training shall occur annually.

Circle PASS or FAIL for each required task (the employee is required to PASS all items):

1. Have the employee demonstrate they can determine if the work they are to complete can be accomplished with the equipment on or off.
 - PASS FAIL
2. Have the employee demonstrate they can determine if the work they are to complete should require an energized electrical work permit.
 - PASS FAIL
3. Have the employee demonstrate the skills and techniques necessary to distinguish exposed energized electrical conductors and circuit parts from other parts of electrical equipment.
 - PASS FAIL
4. Have the employee demonstrate the skills and techniques necessary to determine the nominal voltage of exposed energized electrical conductors and circuit parts.
 - PASS FAIL
5. Have the employee determine the *limited approach boundary* for the piece of equipment they are to perform electrical work on. The employee should also be able to define the importance of the limited approach boundary.
 - PASS FAIL
6. Have the employee determine the *restricted approach boundary* for the piece of equipment they are to perform electrical work on. The employee should also be able to define the importance of the restricted approach boundary.
 - PASS FAIL
7. Have the employee determine the *arc flash boundary* for the piece of equipment they are to perform electrical work on. The employee should also be able to define the importance of the arc flash boundary.
 - PASS FAIL
8. Have the employee determine the available incident energy and the working distance for the piece of equipment they are to perform electrical work on.
 - PASS FAIL
9. Have the employee conduct a risk assessment for the work they are to be performing.
 - PASS FAIL
10. Have the employee demonstrate they can select the appropriate PPE for the work they are to complete.
 - PASS FAIL
11. Have the employee don the appropriate PPE for the work they are to complete.
 - PASS FAIL
12. Have the employee demonstrate the proper way to select and use a test instrument (i.e. voltage meter). The employee should also be able to demonstrate understanding for the limitations of their instruments.
 - PASS FAIL
13. The employee must comply with safety-related work practices required by NFPA 70E.
 - PASS FAIL