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## Train the Trainer Daily Agenda

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# Electrical Safety in the Workplace Training

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### Day One Morning Session

- 8:00 AM Introductions and training objectives
- Explain the classroom policy
  - Introduction to training materials
    - a. Instructor guide
    - b. Student handout
    - c. NFPA70E
    - d. Shock hazard risk assessment student exercise
    - e. Absence of voltage hands-on exercise
    - f. Student exam and answer key
    - g. Pre-Job brief and safety analysis cards
    - h. Trainee feedback
    - i. Energized electrical work permit
    - j. Custom website to access your materials
- Lesson Material Instruction Part 1
- 8:30 AM Regulatory Requirements
- Identify the OSHA standards that pertain to electrical safety
  - Explain a consensus standard
- 9:00 AM Shock hazard recognition and safe work practices
- Identify safe contact release methods
  - Describe secondary electrical injuries (falls due to shock)
  - Explain step and touch potential
  - List the hierarchy of risk controls
  - Define a Qualified Person
- 10:15 AM Morning break
- 10:30 AM List the steps required to create an electrically safe condition
- 11:00 AM Identify the limits of approach
- Limited approach boundary
  - Restricted approach boundary



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# Electrical Safety in the Workplace Training

11:30 AM

### Test Equipment Safety

- Identify the appropriate test equipment
- Explain overvoltage installation categories
- Demonstrate proper pre-use inspection
- Explain multimeter listing and labeling

12:00 PM

Lunch

### Day One Afternoon Session

1:00 PM

### Insulated Tools

- Recognize when insulated tools are required
- Discuss pre-use inspection criteria
- Identify applicable insulated tool standard

1:15 PM

Describe the requirements for flexible cord use, maintenance, and inspection

1:30 PM

### State the requirements for pre-job planning

- Discuss pre-job hazard analysis
- Discuss pre-job brief
- Identify error precursors and human performance tools

2:00 PM

State the requirements for performing energized work

2:30 PM

Energized work student exercise

3:00 PM

Afternoon Break

3:30 PM

Identify other precautions for personnel activities

4:00 PM

Questions and adjournment



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# Electrical Safety in the Workplace Training

### Day Two Morning Session

8:00 AM Review of day one material, questions, and answers

#### Lesson Material Instruction Part II

8:30 AM Define an arcing fault

9:00 AM Describe the hazards associated with arc flash/blast events

10:15 AM Understand how to read an arc flash warning label

- Incident energy
- Working distance
- Arc flash boundary
- Label placement requirements
- Required information
- Accuracy review requirements

10:30 AM Morning Break

11:00AM Understand the relationship between time, fault current and incident energy

11:30 AM Arc flash risk assessment student exercise

12:00 PM Lunch

### Day Two Afternoon Session

1:00 PM Determine personal protective equipment requirements based on incident energy

1:15 PM State the care and maintenance requirements of electrical personal protective equipment



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### Electrical Safety in the Workplace Training

1:30 PM	Identify the requirements for reclosing circuits after protective device operation <ul style="list-style-type: none"><li>• Short circuit vs. overload</li></ul>
2:00 PM	Afternoon Break
2:15 PM	Identify the rating, use and limitations of arc flash personal protective equipment
3:00 PM	Discuss the layering of arc flash clothing
3:15 PM	Identify when danger labels will be applied to electrical equipment
3:30 PM	Exam
4:00 PM	Questions and adjournment

#### Day Three Morning Session

8:00 AM	Review of day two material, questions, and answers
	<u>Becoming a Subject Matter Expert</u>
8:30 AM	Explain the structure of NFPA 70E
9:00 AM	Identify electrical safety regulations and consensus standards <ul style="list-style-type: none"><li>• NFPA</li><li>• IEEE</li><li>• ANSI</li><li>• ASTM</li></ul>
10:15 AM	Obtain electrical safety information and materials from industry references
10:30 AM	Morning break
11:00AM	Identify the components of an electrical safety program
11:30 AM	Discuss the arc flash categories method
12:00 PM	Lunch

## Electrical Safety in the Workplace Training

### **Day Three Afternoon Session**

#### Becoming an Effective Instructor

- 1:00 PM      Effective implementation of training materials
- Systematic approach to training
  - Various learning styles Bloom's taxonomy
  - Measuring your success
  - Questioning and other instructional techniques
- 2:00 PM      Student presentations
- 4:00 PM      Questions and adjournment