

Organization Name

Electrical Safety Program

Purpose

At Organization Name, we value the safety of our employees in all facets of their work. The purpose of this program is to inform interested persons, including employees, that we are complying with the OSHA Electrical Safety Standard 1910.333. We have determined that this workplace needs written procedures for preventing electric shock or other injuries resulting from direct/indirect electrical contacts to employees working on or near energized or de-energized parts. This program applies to all work operations at Organization Name where employees may be exposed to live and/or de-energized parts.

Administrative Duties

The overall responsibility for coordinating safety programs in this company rests on the Organization Name *Job Title*, Safety Professional Name, who will review and update the program as necessary. Copies of the written program can be found in the following locations by contacting the indicated personnel.

Table1. Program Location

Facility	Program Location	Person in Charge of Keeping Program
<i>Facility</i>	<i>Location</i>	<i>Safety Professional Name</i>
<i>Facility</i>	<i>Location</i>	<i>Safety Professional Name</i>
<i>Facility</i>	<i>Location</i>	<i>Safety Professional Name</i>

Under this program, you, our employee, will receive instructions in the purpose and use of energy control procedures, as well as the other required elements of the “Control of Hazardous Energy Standard.” This instruction includes the de-energizing of equipment, applying locks and tags, verifying de-energizing, and equipment reenergizing.

If, after reading this program, you find that improvements can be made, please contact the *Job Title, Job Title*. We encourage all suggestions because we are committed to creating a safe workplace for you and all our employees. We strive for clear understanding, safe work practices, and involvement in the program from every level of the company.

Hazard Analysis Report

To determine areas of Organization Name’s facilities that need to be included in the “Electrical Safety Program,” electrical hazards are identified throughout the course of the year by the *Job Titles, Job Titles, Job Titles*, and *Job Titles*.

We conduct a hazard analysis of our workplace during monthly safety audits. These analyses are identified and logged by Safety Professional Name on the Maintenance Service Report. This analysis provides us with information identifying which departments have equipment using electricity, various types of wiring installations, and the types of employee functions that must be covered by the “Electrical Safety Program.” The following table identifies electrically operated equipment and/or wiring installations in specified areas of Organization Name.

Table 2. Electrical Installation Locations

Facility	Electrical Installation Location	Type of Electrical Installation
<i>Facility</i>	<i>Location</i>	<i>Type of installation</i>
<i>Facility</i>	<i>Location</i>	<i>Type of installation</i>
<i>Facility</i>	<i>Location</i>	<i>Type of installation</i>

Employees of our company who are qualified to work on, near, or with energized electric circuits and equipment are indicated in the following table.

Table 3. Employees Qualified to Work with Electrical Circuits and Equipment

Location Name	Employee Name	Employee Contact Number
<i>Location</i>	<i>Safety Professional Name</i>	<i>Phone Number</i>
<i>Location</i>	<i>Safety Professional Name</i>	<i>Phone Number</i>
<i>Location</i>	<i>Safety Professional Name</i>	<i>Phone Number</i>

Lockout and Tagging Program

It is Organization Name’s policy that circuits and equipment must be disconnected from all electric energy sources before work on them begins. We use lockout and tagging devices to prevent the accidental re-energizing of this equipment. These lockout and tagging procedures are the main component of our “Electrical Safety Program.” The safety procedures that make up our lockout and tagging program include these elements:

- To de-energize circuits and equipment, we disconnect the circuits and equipment to be worked on from all electric energy sources, and release stored energy that could accidentally reenergize equipment.
- Application of locks and tags. Only authorized employees are allowed to place a lock and tag on each disconnecting means used to de-energize our circuits or equipment before work begins. Our locks prevent unauthorized persons from reenergizing the equipment or circuits, and the tags prohibit unauthorized operation of the disconnecting device.

- Verification of de-energized condition of circuits and equipment. Prior to work on the equipment, we require that a qualified employee verify that the equipment is de-energized and cannot be restarted.
- Reenergizing circuits and equipment. Before circuits or equipment are reenergized, we follow these steps in this order:
 - A. A qualified employee conducts tests and verifies that all tools and devices have been removed.
 - B. All exposed employees are warned to stay clear of circuits and equipment.
 - C. Authorized employees remove their own locks and tags.
 - D. The authorized employees visually inspect the area to be sure all employees are clear of the circuits and equipment.

In addition to these lockout and tagging elements, the procedures can also be found in our written "Lockout Tag-out Program."

The following table presents the locations, processes, and responsible employees involved in Organization Name's required lockout and tagging procedures.

Table 4. Situations Where Lockout and Tagging is Required

Facility	Work Process	Employees Involved
<i>Facility</i>	<i>Process</i>	<i>Safety Professional Name</i>
<i>Facility</i>	<i>Process</i>	<i>Safety Professional Name</i>
<i>Facility</i>	<i>Process</i>	<i>Safety Professional Name</i>

Electrical Safety Training Program

Every employee at Organization Name who faces the risk of electric shock from working on or near energized or de-energized electrical sources receives training in electrically-related safety work practices pertaining to their individual job assignment.

The goal of our “Electrical Safety Training Program” is to ensure that you, the employee, understands the hazards associated with electric energy and are capable of performing the necessary steps to protect yourself and your co-workers.

Our electrical training program covers these basic elements:

- Lockout and tagging of conductors and parts of electrical equipment.
- Safety procedures for de-energizing circuits and equipment.
- Application of locks and tags.
- Verification that the equipment has been de-energized.
- Procedures for reenergizing circuits or equipment.
- Other electrically-related information necessary for employee safety.

Training on the above elements must be completed before you will be allowed to work in areas of Organization Name where electrical hazards exist.

The general training is done by our corporate “Online Electrical Safety” course, and training on specific procedures is done by the *Job Title*. Every employee who participates in the “Electrical Safety Program” receives a certificate that they sign, verifying that they have completed the course, understand the information presented, and will follow all company policies and procedures regarding electrical safety.

When changes involving electrical elements occur in Organization Name, we provide additional employee training to ensure the safety of all affected workers. Changes are discussed at the *frequency*. *Job Titles* verbally inform individual location managers of changes to share with their farm workers.

Disciplinary Action

Constant awareness of electrical hazards and compliance with all safety rules are considered conditions of employment. Organization Name management reserves the right

to issue disciplinary action to employees (up to and including termination) for failure to follow the guidelines of this program.

Program Evaluation

Although it is not possible to eliminate all hazards associated with electric equipment and wiring, we try to remove as many problems as possible to provide a safe environment for our employees. By having the *Job Titles*, Safety Professional Name, thoroughly evaluate and revise our “Electrical Safety Program” as necessary, we can eliminate problems effectively.

At Organization Name, program evaluations, performed annually by the *Job Title*, involve the following:

- Conducting evaluations of the workplace as necessary to ensure that the provisions of the current written program are being effectively implemented and that they continue to be effective.
- Regularly consulting management and employees working with or around electricity to identify issues. Any problems that are identified during this assessment must be corrected.

Next Annual Review Date

Title	Name	Date
<i>Ex: Originator</i>	<i>Safety Professional Name</i>	<i>Date</i>
<i>Ex: Mfg. Rep.</i>	<i>Safety Professional Name</i>	<i>Date</i>
<i>Ex: QC Rep.</i>	<i>Safety Professional Name</i>	<i>Date</i>
<i>Ex: Logistics Rep.</i>	<i>Safety Professional Name</i>	<i>Date</i>
<i>Ex: Maint./Eng. Rep.</i>	<i>Safety Professional Name</i>	<i>Date</i>
<i>Ex: QA Rep.</i>	<i>Safety Professional Name</i>	<i>Date</i>
<i>Ex: Health and Safety Specialist</i>	<i>Safety Professional Name</i>	<i>Date</i>