

MODULE 5

IMPLEMENTING AN ELECTRICAL SAFETY PROGRAM

Objectives

At the end of this module, participants will be able to:

- ⚡ Recognize the importance of having an electrical safety program.
- ⚡ Describe the key components of an electrical safety program.
- ⚡ Explain the criteria that make an electrical safety program effective.
- ⚡ Determine their organization's electrical safety principles.
- ⚡ Determine their organization's electrical safety program controls.
- ⚡ Determine which tasks should have written procedures.
- ⚡ Discuss tips for implementing strategies to achieve improvements.
- ⚡ Use the tools, resources and guidelines provided in this training program to develop and implement their own electrical safety program.
- ⚡ Describe how to review progress and adjust their plan accordingly.

Time

45 minutes: 3:30 to 4:15 PM

Followed by the Program Conclusion

Agenda

1. Introduction to the Electrical Safety Program—Presentation (5 minutes)
2. Creating the Electrical Safety Program—Presentation and Activity (30 minutes)
3. Criteria for Success—Discussion (10 minutes)

RECOMMENDED PROCESS

1. Introduction to the Electrical Safety Program—Presentation (5 minutes)

Cues	Content
PPT 5-1	<ul style="list-style-type: none"> ■ You will be covering Pages 1 and 2 in this segment. Allocate most of the allotted time to Page 2. ■ Show PPT 5-1 as participants return from break. ■ Refer participants to Page 1 in Module 5 of their Participant Guides. ■ Introduce the module with the following points. <ul style="list-style-type: none"> – We have now learned how to recognize hazards, evaluate them and to identify controls for them. – In order to put everything together, organizations need a thorough electrical safety program. – In this module, you will be given the instructions and tools for creating an electrical safety program for your organization.
PPT 5-2 through PPT 5-4	<ul style="list-style-type: none"> ■ Show PPT 5-2 through PPT 5-4 as you introduce the objectives to this module. ■ Refer participants to Page 2.
Question:	<ul style="list-style-type: none"> ■ Ask participants: Why is it important to have an electrical safety program?
PPT 5-5	<ul style="list-style-type: none"> ■ Get a few responses from participants, then show PPT 5-5 to review some of the most important reasons. ■ Point out that the NFPA 70E standard provides guidelines for preparing an electrical safety program.
PPT 5-6	<ul style="list-style-type: none"> ■ Show PPT 5-6 as you review the components recommended by NFPA. ■ Point out that it is not enough just to have an electrical safety program.

PPT 5-7

- Leaders must be prepared to distribute the program to employees and teach them how to use it.
- Show PPT 5-7 as you review the responsibilities leaders have regarding the electrical safety plan.
- Address participant questions.

2. Creating the Electrical Safety Program—Presentation and Activity (30 minutes)

Cues

PPT 5-8

Content

- You will be covering Pages 3 through 11 in this segment. Allocate time as follows.
 - Allow about 10 minutes for Pages 3 and 4.
 - Allow about 10 minutes for Pages 5 and 6.
 - Allow about 10 minutes Pages 7 and 8.
 - Pages 9 through 11 are reference pages.
- Refer participants to Page 3. Show PPT 5-8 as you make the following points.
 - Electrical safety principles are the guiding rules of safety in an organization.
 - They are the values and beliefs everyone holds to guide their every day decision making.
 - They are part of your organization’s culture.
 - The NFPA doesn’t recommend specific principles. It encourages organizations to develop their own set of principles.
 - This page lists some important principles that are recommended by NFPA.
 - Take a couple of minutes to review this list, checking those that your organization already does as well as those you think it should do.
- After participants have reviewed the list on Page 3, ask them to share which principles they feel are most important.
- Get a couple of brief responses, then refer participants to Page 4.

Question:

- Ask participants to think about their organization and what it is like today.

Ask participants: What one statement describes your organization's philosophy about safety? This statement can be good or bad. Just try to reflect your organization's philosophy as accurately as possible.

- Have participants write their response in the space provided in the box on Page 4, then make the following comments.
 - This statement, the one you have just written, is where employees take their cues.
 - Whether it is positive or negative, your employees will follow your lead.
 - So of course it is logical that the more positive you can be in creating and following some safety principles, the more likely employees will be to adopt them.
- Ask participants to form into small groups, then make the following comments.
 - Consider the checklist on Page 3 as well as your own personal beliefs about safety.
 - With your group, identify five safety principles that every organization should have.
- Allow participants about five minutes to work. Call out the time about every minute so that participants can pace themselves.
- When time is up, call the groups back together and ask them to share some of the principles they identified.
- At the end of the discussion, ask participants to take a couple of minutes to identify one or two principles that they feel are important for their organization.
- Refer participants to Page 5. Show PPT 5-9 as you make the following points:

PPT 5-9

PPT 5-10

- Controls are steps that management takes to monitor the electrical safety program.
- Controls ensure that safety procedures are being followed.
- Although NFPA doesn't specify controls that an organization should have, it does make some recommendations.
- The list on this page contains the NFPA recommendations.
- Refer participants to Page 6. Allow them some time to complete this page by doing the following:
 - Identifying two controls used well by their organization.
 - Identifying two controls their organization needs to adopt.
 - Identify potential obstacles they might face in adopting these safety controls.
- Ask for volunteers to share some of the controls and obstacles they identified.
- Refer participants to Page 7. Show PPT 5-10 and make the following points.
 - Once you know your organization's safety principles and controls, you can start focusing on safety procedures.
 - NFPA specifies that an organization should develop and enforce procedures for working on or near electricity.
 - For the most part, NFPA encourages organizations to identify the procedures they should have.
 - However, NFPA does specify two procedures that every organization should have.
 - The first is hazard/risk evaluation procedures. If you recall, we discussed these in Module 2.

- The second is job briefing procedures. We discussed these as well in Module 2.
- Refer participants to the list on Page 7. This is a list of possible procedures they could develop.
- Allow participants a few minutes to review this list, encouraging them to check the boxes for the procedures they have as well as for those they should have.
- Refer participants to Page 8. Allow them some time to complete this page by doing the following:
 - Identifying two electrically-related tasks for which their organization has written procedures.
 - Identifying two electrically-related tasks for which their organization needs written procedures.
 - Identify potential obstacles in preparing new procedures for those tasks that need them.
- Ask for volunteers to share some of the procedures and obstacles they identified.
- As time permits, address the obstacles.
- Refer participants to Pages 9 through 11. Explain that these pages are a template that they can use when they develop their electrical safety program.
- Briefly introduce each page and explain how they can use it.
- Page 9
 - This page will help you and your organization identify your safety program principles, program controls and program procedures.
 - Remember that you've already identified some potential content for this page on Pages 4, 6, and 8 of this module.
- Page 10

- This is a form you can use to summarize your safety controls.
- It provides consistency as well as all the information a manager/qualified person will need to implement the control.
- Page 11
 - This is a form you can use when you write electrical safety procedures.
 - It provides consistency as well as all the information employees will need to follow the procedures.
- Tell participants that they already have a good start on writing their electrical safety program.
- Answer participant questions.

3. Criteria for Success—Discussion (10 minutes)

Cues	Content
PPT 5-11	<ul style="list-style-type: none"><li data-bbox="576 336 1421 420">■ Refer participants to Page 12. Spend an equal amount of time on all three sections of this page.<li data-bbox="576 451 1421 567">■ Point out that implementing an electrical safety program will be challenging, so it's appropriate to discuss the factors that will make them successful.<li data-bbox="576 598 1421 682">■ Show PPT 5-11 as you lead a discussion of the three questions on Page 12.<li data-bbox="576 714 1421 798">■ Ask each question, then lead a discussion in which participants share their answers.<li data-bbox="576 829 1421 966">■ Thank participants for sharing their ideas and encourage them to continue developing their plans when they return to their jobs.

