

TOOLBOX TALK INSTRUCTOR GUIDE

Topic: Electrical Safety	Date: _____
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1. Introduction & Overview

Electrical safety is essential to prevent electric shocks, fires, and serious injuries in the workplace. This toolbox talk guides workers to recognize electrical hazards and follow safe practices when using electrical equipment and working around electrical installations.

2. Key Hazards of Electrical Work

- Contact with exposed or energized electrical conductors
- Using damaged or defective cables, plugs, tools, or equipment
- Overloaded circuits or unsafe temporary electrical connections
- Using electrical equipment in wet or unsuitable conditions
- Unauthorized electrical work or repairs
- Contact with overhead or underground electrical services

3. Mandatory Safety Precautions

- Inspect electrical equipment, cables, plugs, and connections before use
- Use only electrical equipment that is suitable and in good condition
- Keep electrical equipment and connections protected from water and wet conditions
- Do not overload sockets, extension leads, or distribution boards
- De-energize equipment before maintenance and follow approved LOTO procedures where required
- Only competent and authorized personnel shall perform electrical work
- Maintain safe clearance from overhead lines and identify underground services before excavation

4. Required Personal Protective Equipment (PPE)

- Safety helmet appropriate to the electrical hazard
- Suitable safety footwear
- Electrical-rated insulating gloves where required
- Safety glasses or suitable eye protection
- Arc-rated clothing where required by the risk assessment

5. Emergency & Incident Reporting

- Report exposed conductors, damaged equipment, sparks, smoke, or electrical faults immediately
- Do not touch a person who may still be in contact with an energized electrical source
- Isolate the electrical supply only when safe and authorized to do so
- Follow site emergency procedures and contact the emergency response team
- Report electrical shocks, fires, arc-flash events, and near misses to the supervisor/HSE team without delay

TOOLBOX TALK ATTENDANCE SHEET

Topic: Electrical Safety	Date: _____
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Sr. No.	Name	ID	Company Name	Signature
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Toolbox Talk Conducted By:

Name: _____

Signature: