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Job Safety Planning Checklist

Equipment:		Work Order #:	
Task:			
Location:			
Qualified Electrical Worker:		Date:	

Section A: General

Mark "Y" or "N" as appropriate

No.	Item	Yes	No	Instructions
1.	Is there justification for the energized work? a. Equipment operating at less than 50 volts b. Additional hazard or increased risk c. Infeasible to de-energize d. Normal operating condition	☐	☐	If ***NO***, the equipment must be placed in an electrically safe working condition. If ***YES***, complete 1a, 1b, and 1c, and Energized Electrical Work Permit are required to determine the appropriate hazard controls. Proceed to Line 2.
2.	Will the worker be exposed to energized parts?	☐	☐	If ***NO***, a shock risk assessment is discretionary and completing Sections B and C is optional. Proceed to Line 3.
3.	Is there an arc flash hazard?	☐	☐	If ***NO***, arc flash risk assessment is discretionary and completing Sections D or E and F is optional. Proceed to Line 4.
4.	Did the arc flash risk assessment determine that additional protective measures are required?	☐	☐	If ***NO***, completing Parts D or E and F is discretionary. If ***YES***, Part D or E is required to be completed. Proceed to Line 6.
5.	Is the required working distance available?	☐	☐	If ***YES***, proceed to Line 7. If ***NO***, additional risk assessment is required before completing Section D or E or performing any work. Proceed to Line 7.

Section B: Sock Hazard Information

Use Table 130.4(D)(a) for ac system boundaries or Table 130.4(D)(b) for dc system boundaries

6.	Voltage between phases: Limited approach boundary: Restricted approach boundary:	Establish the shock boundaries. Proceed to Line 8.

Section C: Shock Control Information

Mark "Y" or "N" as appropriate

7.	Will the task require the worker to cross the restricted approach boundary?	☐	☐	If ***NO***, shock protection controls are discretionary. Proceed to Section D or E as appropriate. If ***YES***, shock protection controls are required. Proceed to Line 9.
8.	Will rubber insulating gloves and leather protectors be used for the task?	☐	☐	If ***YES***, proceed to Line 10. If ***NO***, proceed to Line 11.
9.	Minimum glove class required for insulating gloves	☐	☐	Establish minimum glove class. Proceed to Line 11.
10.	Will insulating blankets be used for the task?	☐	☐	If ***YES***, proceed to Line 12. If ***NO***, proceed to Line 13.
11.	Minimum voltage rating for insulating blankets	☐	☐	Establish minimum voltage rating. Proceed to Line 13.
12.	Are insulated or insulating hand tools required for the task?	☐	☐	If ***YES***, proceed to Line 14. If ***NO***, proceed to Section D or E as applicable.
13.				Identify the hand tools, including the minimum voltage rating required. Proceed to Section D or E as applicable.

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Section D: Arc Flash Control Information – Incident Energy Analysis Method See Attachment A			
14.	Incident energy: Working distance: Level of PPE: Minimum arc rating of clothing: Arc flash boundary:		***Include***: the arc flash boundary ***and*** at least one of the following: the incident energy and the working distance ***or*** the level of PPE ***or*** the minimum arc rating of clothing. Proceed to Section F.
Section E: Arc Flash Hazard Control Information – Arc Flash PPE Category Method See Attachment A			
15.	Determine the estimated available fault current and clearing times for the task.		
	Available fault current:	Overcurrent device clearing time:	
Mark "Y" or "N" as appropriate			
16.	Do the estimated available fault current and clearing times for the task exceed the maximum allowed by Table 130.7(C)(15)(a) or Table 130.7(C)(15)(b)? ☐ ☐		If ***YES***, an incident energy analysis is required. If ***NO***, proceed to Line 18.
17.	Arc flash boundary:		Proceed to Line 19.
18.	Arc flash PPE category: Working distance:		Proceed to Line 20 and 21, Section F.
Section F: Arc Rated Clothing and Other Arc Flash Protection Equipment Information See Attachment A			
19.	Minimum arc rating in cal/cm^2 for protective clothing and other PPE		Establish the required arc rated clothing and other PPE.
20.			List the required arc rated clothing and other arc flash PPE. **PPE Category Method**: Use 130.7(C)(15)(c) **Incident Energy Analysis Method**: Use 130.5(G)
Section G: Energy Source Controls			
21.			List all sources of electrical supply to the specific equipment. Include location and method to lock or tag. Include method to verify and test for absence of voltage. List temporary protective grounding equipment.
Section H: Work Procedures and Special Precautions			
22.			List specific work procedures required to complete the task. List any special precautions needed to safely complete the task (i.e., discharge time for capacitors).
Job Briefing Sign-Off			
	Print:		**Sign:**
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Note: Once work is complete, retain this form for your records.