

# Electrical Safety Program

## Appendix N-Summary of Documentation Requirements

The following matrix outlines when documentation is required for the Electrical Safety Program.

Document	Requirements	Frequency
Level 1 Field Audit	To be completed by Department Head/ Designee of qualified electrical workers and retained by the department upon completion. For all Level 1 qualified electrical workers.	Annual (for every Level 1 worker)
Level 2 Field Audit	To be completed by Department Head/ Designee of qualified electrical workers and retained by the department upon completion. For all Level 2 qualified electrical workers.	Annual (for every Level 2 worker)
Annual Field Audit Retraining Form	To be filled out when a qualified electrical worker fails a section of their annual field audit	As needed
Electrical Safety (4-hour) Training Certificate	For qualified electrical workers. Records maintained by EHS.	Every 3 years
Unqualified Worker Training Certificate	For unqualified electrical workers. To be stored by EHS.	Every 3 years
Method of Contact Release Training Certificate	For qualified electrical workers. Records maintained by EHS>	Annually (for every worker)
Management Training Certificate	For manager field auditing qualified electrical workers. Records maintained by EHS>	Annually
Energized Electrical Work Permit	To be completed every time energized work is performed. Refer to 'Justification for Energized Work' section for more details.	As needed
Environmental Health and Safety Audit Checklist	EHS is to audit each department to ensure that safe work practices are being followed	Annually (for each department)
Job Briefing Summary	When the electrical work includes any of the following: <ol style="list-style-type: none"> <li>1. Multiple contractors</li> <li>2. Multiple shifts</li> <li>3. Unusual work</li> <li>4. Accessing MCC, switchgear, or switchboards</li> <li>5. High traffic areas</li> </ol>	As needed
Medium Voltage (>1000 Volts) Electrical Work Permit	Any time electrical work is performed on electrical components with a nominal voltage exceeding 1000 Volts	As needed