



098: Work Practices

Plan

Understanding the job requirements ahead of time allows you to do the job more smoothly with fewer (if any) errors. This prevents rushing to make up for time lost to rework or other problems due to misunderstanding.

Know which tools, equipment, and PPE you will need to do the job.

Know the location of emergency exits, fire extinguishers, and sources of assistance.

Have an exit strategy.

Inspect

Inspect PPE before use.

Inspect the tools and equipment you will use. This includes hand tools, power tools, portable cords, and conveyances.

Inspect equipment and work areas for danger signs. These can include unsafe working conditions, posted notices, and safety barriers.

Inspect your methods as you work. Are you doing the job per specifications and standards? Are you using the right tools, materials, equipment, and methods? Are you doing the job safely?

Inspect your work when you are done. Did you follow the NEC? Is the workmanship good? Did you put covers back in place? Did you clean up the area?

Use PPE

There is no excuse for the typical eye injury. Simply wearing safety glasses would prevent it. Make this a standard practice.

Before starting any task, assess it for the required PPE. For example, will you need fall restraint?

Use PPE to safeguard your coworkers. Remind them if they are not wearing the correct PPE.

Take care of tools

Use the right tool for the job.

Inspect tools before use, clean tools after use. Store tools to minimize damage.

Avoid confrontations with criminals by using the proper anti-theft measures when leaving tools in a vehicle or on a job site.

Control energy sources

Know which energy sources can provide power to the equipment that you are conducting work on. Lock them out and tag them out, unless you need the equipment energized to do the work or because energization is an operational requirement.

When you de-energize equipment, apply grounds so a misapplied incoming energy source cannot energize the equipment until you remove the ground and authorize return to service.

Discussion leader duties for this session:

Think about the work practices you want your crew to change, do the same, and do better. Communicate this to them during the discussion.

What this Safety Talk covers:

General concepts of employing work practices to avoid creating safety hazards for yourself and others.

Discussion notes :

How does understanding the job requirements ahead of time make you safer?

What should you do before using PPE?

What are some ways you can support your family if you have no eyesight because you chose not to wear safety glasses?

What should you know and do in regard to energy sources that may affect the equipment you are working on?

What should you do about breaker loads before operating breakers?

What should you do to reduce exposure to energy sources?

How does being neat and workmanlike improve safety?

Use adequate shielding and guards to reduce exposure to energy sources. For example, use a rubber blanket on adjacent gear if you must work hot in an open switchboard.

Reduce loads on breakers before operating them. For example, shut down the branch circuits that a feeder supplies before opening the feeder breaker. The more load that breaker is under, the higher the risk for an arc flash.

Follow procedures. If the procedure is wrong, let your foreman know why and what the change needs to be. Don't just ignore a procedure.

Be neat. Keeping your work area clean and organized has many benefits. Among those: it saves time, reduces errors, and just plain looks better. And, it improves safety dramatically. Part of this is physical—for example, not having slipping hazards. Most of it is mental, because you are creating an environment where things are not normally out of place and you can be alert to those things that are.

Use good workmanship. Yes, this improves the perceived quality for your company. But, this is more than a customer relationship thing. Pride in workmanship reinforces attention to safety.

Participant's Signature and Date

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