

Electrical Safety Audit Protocols

4-Hour Course

OVERVIEW This course is designed for key personnel to learn about audit protocols and how to effectively perform electrical safety audits. Audits play a key role in maintaining a successful electrical safety program. Audits verify that new training skills are adopted, identify weaknesses and provide a plan for corrective action, before an injury occurs. Attendees receive materials and knowledge to develop electrical safety protocols for their facilities.

REFERENCES *Current NFPA 70E Standard, OSHA Regulations (as applicable)*

MATERIALS *e-Hazard Audit Protocols Workbook; USB drive with generic audit forms*

1. Introduction to Electrical Safety

- Electrical Safety Facts
- Impact and Benefits of Auditing

2. Developing an Audit Program

- Key Elements
- Define Scope
- Implementation
- Best Approaches to Gain Value from Auditing
- Building a Cyclical Approach

3. Creating Audit Protocols

- Review Documentation
- Interview Practices
- Equipment and Systems Review

4. Checklist Examples

- Electrical Safety Program
- Work Practices
- Lockout/Tagout Practices
- Visual Observations

5. Compiling the Results

- Analyze the Data
- Actionable Audit Report
- Corrective Actions
- Determine Follow-up Steps

6. Continuing the Audit Process

- Adjustments

Optional Hands-On Exercise

2-4 Hours Additional

Conduct Sample Audit

- Facility Tour
- Debrief and Takeaways on:
 - Process
 - Information Gathered
 - Steps to Completion