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Electrical Safety for Non-Qualified Employees

INSTRUCTOR + PRINT PACKET

AUDIENCE	EST. TIME	REFERENCE
Employees who may face electrical hazards	30-40 min	29 CFR 1910.332 / 1910 Subpart S

IMPORTANT USE NOTE

Awareness for non-qualified employees. Only qualified persons may perform work that requires the knowledge/skills and permissions assigned to qualified electrical workers.

What is inside this packet

- Instructor quick-start and site-specific preparation checklist
- Slide-by-slide trainer guide with discussion prompts
- Employee handout / key takeaways
- Printable 10-question knowledge check
- Separate answer key and coaching notes
- Attendance record
- Practical / workplace evaluation checklist
- Certificate wording and completion record
- Primary regulatory/source reference

Run a strong session without overcomplicating it.

1. PREPARE	Review the deck and packet. Insert your procedures, equipment, routes, photos, emergency contacts and site rules.
2. PRESENT	Use the PowerPoint/PDF on a screen. Pause for discussion rather than reading every bullet.
3. CHECK	Give the knowledge check. Review missed items and coach to the expected decision.
4. VERIFY	Complete required hands-on or workplace-specific practice/evaluation with an appropriate trainer/evaluator.
5. DOCUMENT	Use the attendance record, evaluation and certificate only after required training elements are complete.

BEFORE EMPLOYEES WORK

Awareness for non-qualified employees. Only qualified persons may perform work that requires the knowledge/skills and permissions assigned to qualified electrical workers.

Learning objectives

- Recognize common electrical hazards and damaged equipment
- Distinguish non-qualified versus qualified work boundaries
- Use cords, plugs and portable equipment safely
- Respond safely to shock, fire, wet conditions and exposed energized parts

1. Know your role

- Non-qualified employees need safety practices necessary for their work but are not authorized to perform qualified electrical tasks.
- Do not open panels, defeat interlocks or work on exposed energized parts unless specifically qualified/authorized.

DISCUSSION PROMPT

Where could this fail here?

2. Cords, plugs and tools

- Inspect for cut insulation, missing ground pins, damaged strain relief, exposed conductors and heat damage.
- Remove defective equipment from service.
- Use equipment rated for the environment and follow GFCI/assured grounding requirements where applicable.

DISCUSSION PROMPT

What control do we use?

3. Panels and access

- Keep electrical equipment access clear.
- Do not store materials in required working space.
- Report open covers, missing blanks, damaged enclosures or signs of overheating.

DISCUSSION PROMPT

What would make you stop?

4. Wet locations and grounding

- Water increases shock risk.
- Use approved equipment/protection for wet/damp locations.
- Never improvise adapters or defeat grounding.

DISCUSSION PROMPT

Where could this fail here?

5. Overhead and exposed parts

- Maintain required clearance from overhead/exposed energized parts based on employer procedure and applicable standard.
- Use barriers/qualified assistance when work could encroach.

DISCUSSION PROMPT

What control do we use?

6. Emergency response

- Do not touch a person who is still in contact with electricity until the source is safely controlled.
- Call emergency response and use trained rescue/first-aid procedures.
- Electrical fires may require specific extinguisher selection and de-energization.

DISCUSSION PROMPT

What would make you stop?

Stop-work / red-flag conditions

- Damaged cord/plug or missing ground pin
- Open electrical panel or exposed live parts
- Wet work near non-rated electrical equipment
- Employee preparing to reset/work inside equipment beyond their qualification

SCENARIO

A worker finds an extension cord with a cut jacket and visible conductor but says it only powers a small fan. What should happen?

RECOMMENDED RESPONSE

Remove the cord from service immediately and replace/repair it through an approved process; load size does not make exposed conductors safe.

Make it site-specific

- Define what non-qualified employees may and may not do
- Show defect tagging/removal process
- Review GFCI/wet-location rules and extension-cord policy
- Identify restricted electrical areas and emergency response

Electrical Safety for Non-Qualified Employees

KEEP THIS PAGE

Key decisions to remember

Know your role: Non-qualified employees need safety practices necessary for their work but are not authorized to perform qualified electrical tasks.

Cords, plugs and tools: Inspect for cut insulation, missing ground pins, damaged strain relief, exposed conductors and heat damage.

Panels and access: Keep electrical equipment access clear.

Wet locations and grounding: Water increases shock risk.

Overhead and exposed parts: Maintain required clearance from overhead/exposed energized parts based on employer procedure and applicable standard.

Emergency response: Do not touch a person who is still in contact with electricity until the source is safely controlled.

Stop and get help when...

- Damaged cord/plug or missing ground pin
- Open electrical panel or exposed live parts
- Wet work near non-rated electrical equipment
- Employee preparing to reset/work inside equipment beyond their qualification

Our site-specific information

- ☐ Define what non-qualified employees may and may not do
- ☐ Show defect tagging/removal process
- ☐ Review GFCI/wet-location rules and extension-cord policy
- ☐ Identify restricted electrical areas and emergency response

Employee notes:

Electrical Safety for Non-Qualified Employees - Knowledge Check

Employee: _____ Date: _____

1. A non-qualified employee should:

- ☐ A. Perform only electrical-related work they are trained/authorized to do
- ☐ B. Open energized panels when careful
- ☐ C. Repair cords with tape whenever needed
- ☐ D. Bypass interlocks

2. A cord with exposed conductor should be:

- ☐ A. Removed from service
- ☐ B. Used for low-power tools only
- ☐ C. Covered with paper
- ☐ D. Used indoors only

3. Electrical panel working space should be:

- ☐ A. Kept clear
- ☐ B. Used for storage
- ☐ C. Blocked during production
- ☐ D. Covered with pallets

4. A missing grounding pin is:

- ☐ A. A defect that requires the equipment/cord to be removed from use
- ☐ B. Acceptable on dry days
- ☐ C. Safe with rubber shoes
- ☐ D. Only cosmetic

5. Wet conditions generally:

- ☐ A. Increase electrical shock risk
- ☐ B. Eliminate static electricity only
- ☐ C. Make grounding unnecessary
- ☐ D. Reduce voltage

Score: _____ / 10 Passing requirement / retraining criteria:

6. If a person is in contact with energized equipment, a rescuer should:

- ☐ A. Avoid touching them until the electrical source is safely controlled
- ☐ B. Grab them immediately
- ☐ C. Throw water on the equipment
- ☐ D. Use a metal tool

7. Qualified electrical work requires:

- ☐ A. Specific knowledge, training and employer authorization
- ☐ B. Only seniority
- ☐ C. Any safety orientation
- ☐ D. A written quiz only

8. Overhead electrical hazards require:

- ☐ A. Maintaining safe clearance and following applicable procedures
- ☐ B. Relying on equipment tires
- ☐ C. Touching wires with a stick
- ☐ D. Ignoring lines below 600V

9. Defective electrical equipment should be:

- ☐ A. Tagged/removed from service per employer procedure
- ☐ B. Used by supervisors only
- ☐ C. Used if inspected verbally
- ☐ D. Stored energized

10. This awareness course makes someone a qualified electrical person.

- ☐ A. False
- ☐ B. True

Employee signature: _____

Answer key + coaching notes

- 1. A - Perform only electrical-related work they are trained/authorized to do** | A non-qualified employee should:
- 2. A - Removed from service** | A cord with exposed conductor should be:
- 3. A - Kept clear** | Electrical panel working space should be:
- 4. A - A defect that requires the equipment/cord to be removed from use** | A missing grounding pin is:
- 5. A - Increase electrical shock risk** | Wet conditions generally:
- 6. A - Avoid touching them until the electrical source is safely controlled** | If a person is in contact with energized equipment, a rescuer should:
- 7. A - Specific knowledge, training and employer authorization** | Qualified electrical work requires:
- 8. A - Maintaining safe clearance and following applicable procedures** | Overhead electrical hazards require:
- 9. A - Tagged/removed from service per employer procedure** | Defective electrical equipment should be:
- 10. A - False** | This awareness course makes someone a qualified electrical person.

COACHING RULE

Do not treat a passing written score as proof of hands-on competency. Retrain missed critical concepts and complete workplace-specific verification where required.

Attendance + completion record

Course: Electrical Safety for Non-Qualified Employees

Date: _____ Instructor: _____ Department / Location: _____

Employee Printed Name	Employee Signature	Job / Department	Date

Site-specific topics / notes:

Can the employee apply it?

Employee: _____ Evaluator: _____ Date: _____

Evaluation Item	Meets	Coach	N/A
Inspects cord/tool	☐	☐	☐
Identifies panel clearance problem	☐	☐	☐
Explains non-qualified boundary	☐	☐	☐
Reports damaged equipment	☐	☐	☐
Uses GFCI/site protection correctly	☐	☐	☐
Describes electrical emergency action	☐	☐	☐

Comments / coaching:

Result: ☐ Competent for evaluated task (subject to employer authorization) ☐ More training/practice needed

Evaluator signature: _____ Employee signature: _____

CERTIFICATE OF TRAINING

This certifies that

completed the formal / awareness training portion of
Electrical Safety for Non-Qualified Employees

Date: _____ Instructor: _____
Employer / Location: _____

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Regulatory / source reference

Primary reference: 29 CFR 1910.332 / 1910 Subpart S

<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.332>

Before delivery

- Confirm current OSHA and applicable state-plan requirements
- Confirm manufacturer instructions and employer procedures
- Insert workplace-specific hazards, controls, emergency contacts and rules
- Use competent/qualified trainers or evaluators where required
- Complete practical/workplace training and authorization requirements where applicable
- Retain training records according to employer and regulatory requirements

FINAL REMINDER

Awareness for non-qualified employees. Only qualified persons may perform work that requires the knowledge/skills and permissions assigned to qualified electrical workers.