Electrical Safety for Non-Qualified Employees

Professional downloadable safety training

TRAINING OUTCOME

Recognize common electrical hazards and damaged equipment

AUDIENCE

Employees who may face electrical hazards

TIME

30-40 min

REFERENCE

29 CFR 1910.332 / 1910 Subpart S

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.

Start with the hazard. Build the safe decision.

Use this slide to connect the topic to what employees actually see, touch, drive or do.

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.

ASK THE ROOM

01 Where could this go wrong here?

02 What control keeps us safe?

03 What should make us stop?

What employees should be able to do

Keep the session practical: recognize the hazard, choose the control, know when to stop.

01

Recognize common electrical hazards and damaged equipment

02

Distinguish non-qualified versus qualified work boundaries

03

Use cords, plugs and portable equipment safely

04

Respond safely to shock, fire, wet conditions and exposed energized parts

Know your role

Start with what the employee is exposed to.

- 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.

FIELD DECISION

01 Where could this fail?

02 What control do we use?

03 What makes us stop?

Cords, plugs and tools

Tie every point to a visible action or decision.

- 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.

FIELD DECISION

01 What changes the risk?

02 What must the employee do?

03 Who needs to know?

Panels and access

Tie every point to a visible action or decision.

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

FIELD DECISION

01 Where could this fail?

02 What control do we use?

03 What makes us stop?

Wet locations and grounding

Tie every point to a visible action or decision.

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

FIELD DECISION

01 What changes the risk?

02 What must the employee do?

03 Who needs to know?

Overhead and exposed parts

Tie every point to a visible action or decision.

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

FIELD DECISION

01 Where could this fail?

02 What control do we use?

03 What makes us stop?

Emergency response

Tie every point to a visible action or decision.

- 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.

FIELD DECISION

01 What changes the risk?

02 What must the employee do?

03 Who needs to know?

These are the moments to slow down and regain control.

01

Damaged cord/plug or missing ground pin

02

Open electrical panel or exposed live parts

03

Wet work near non-rated electrical equipment

04

Employee preparing to reset/work inside equipment beyond their qualification

What would you do next?

Give the group 30-60 seconds before revealing the recommended response.

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.

DISCUSS

01 What is the hazard?

02 What control is missing?

03 What is the safest next action?

04 What is our site rule?

This is where generic training becomes your program.

Replace examples with your actual equipment, procedures, hazards and expectations.

- ✓ **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**

BEFORE WORK

01 Show the actual procedure

02 Show the actual equipment/task

03 Confirm questions are answered

04 Complete required evaluation

Can the employee apply it?

Written knowledge matters. Safe performance in the real workplace matters more.

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

Use the included evaluation form when hands-on demonstration or workplace verification is appropriate or required.

Knowledge check 1-5

Use the printable test in the course package for employee responses.

1. **A non-qualified employee should:**

2. **A cord with exposed conductor should be:**

3. **Electrical panel working space should be:**

4. **A missing grounding pin is:**

5. **Wet conditions generally:**

Knowledge check 6-10

Use the printable test in the course package for employee responses.

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

7 **Qualified electrical work requires:**

8 **Overhead electrical hazards require:**

9 **Defective electrical equipment should be:**

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

Know the hazard. Use the control. Stop when it is not right.

01 **Recognize common electrical hazards and damaged equipment**

02 **Damaged cord/plug or missing ground pin**

03 **Define what non-qualified employees may and may not do**

NEXT STEPS

01 Answer questions

02 Complete site-specific training

03 Complete required hands-on evaluation

04 Document attendance/completion

Use this package as a strong training foundation.

Always align the material to current requirements, manufacturer instructions and your own procedures.

Primary reference

29 CFR 1910.332 / 1910 Subpart S

Training 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.

BEFORE YOU DELIVER

- ✓ Confirm current OSHA/state-plan requirements
- ✓ Insert your procedures and equipment information
- ✓ Use qualified/competent trainers where required
- ✓ Complete practical/workplace evaluation where required
- ✓ Keep training and authorization records

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