



# TRAINING OUTLINE

**COURSE TITLE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **INSTRUCTOR:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_ **TIME:** \_\_\_\_\_ **COMPANY:** \_\_\_\_\_

*Safety training was conducted on the above date by the instructor indicated. The following line items identify the topics covered during the training session.*

## SUMMARY OF TRAINING

- 1) Introduction
  - a) Standards
  - b) Why Training
- 2) Definitions
  - a) Arc Flash
  - b) Arc Blast
  - c) Qualified Person
  - d) ESWC
  - e) Arc Flash Hazards
- 3) Controls
  - a) Hierarchy of Controls
  - b) Elimination & Substitution
    - i. Substitution
  - c) Engineering Controls
  - d) Awareness Controls
    - i. Signs & Labels
    - ii. From the Top
    - iii. Pictograms
    - iv. Equipment Information
    - v. Nominal System Voltage
    - vi. Arc Flash Boundary
    - vii. Incident Energy
  - e) Administrative Controls
    - i. Training
    - ii. Electrical Safety Program
    - iii. Inspections
    - iv. Maintenance
    - v. Awareness
    - vi. Safety Principles
    - vii. Program Controls



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- viii. Program Procedures
- ix. Risk Assessment Procedure
- x. Job Planning & Briefing
- xi. Emergency Response Plan
- xii. Auditing
- xiii. Performing a Risk Assessment
- xiv. Shock Risk Assessment
- xv. Arc Flash Risk Assessment
- xvi. Risk Factor Value
- xvii. Severity Value
- xviii. Other Values

- f) PPE
- g) Case Study

## 4) Operations

- a) Boundaries & Access Areas
  - i. Barriers
  - ii. Barricades
  - iii. Attendant
- b) PPE
  - i. PPE Categories
  - ii. Arc Rated vs. Flame Resistant
  - iii. Arc Rated Clothing
  - iv. Head & Neck Protection
  - v. Hearing Protection
  - vi. Eye Protection
  - vii. Hand & Arm Protection
  - viii. Body & Foot Protection
- c) Tools & Equipment
  - i. Insulated Tools & Equipment
  - ii. Inspecting Tools & PPE
  - iii. Plugs & Receptacles
  - iv. GFCI
  - v. Testing Tools & PPE
  - vi. Cleaning & Storage
- d) Electrically Safe Working Conditions
  - i. LOTO Devices
  - ii. Grounding
  - iii. De-energized Equipment



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- e) Lockout/Tagout
  - i. LOTO in Electrical Safety
  - ii. Simple LOTO
  - iii. Complex LOTO
  - iv. Individual LOTO
- f) Energized Electrical Work Permit
  - i. Additional Hazards or Increased Risk
  - ii. Infeasibility
  - iii. Less than 50 Volts
  - iv. Normal Operation
  - v. Approval
- g) Case Study

## 5) Hazards

- a) Localized Hazards
- b) Working at Heights
- c) Bucket Truck Work
- d) Ladder Safety
- e) Confined Spaces
- f) Temporary Grounding
- g) Conductive Wear
- h) Being Alert
- i) Drugs, Alcohol, & Medication
- j) Duration of Exposure
- k) Intensity of Exposure
- l) Proximity to Exposure
- m) The Flash
- n) Burns
- o) Light
- p) Noise
- q) Blast Force
- r) Electrical Shock
- s) Inhalation
- t) Fire Hazards
- u) Case Study

## 6) Emergency Response

- a) Call 911
- b) Contact Release
- c) First Aid



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- d) CPR
- e) Case Study
- 7) Conclusion