**TOOLBOX TALK - Electrical Safety**

**Explain dangers**

Using electricity on site can be hazardous, especially in relation to tools, cords, and generators.

**Identify controls**

Consider all electrical wires and equipment energized until they are tested and proven otherwise.

To ensure public safety, approval must be issued before the installation or repair of any electrical equipment commences, including wiring installations in residential, public and industrial/commercial sites and or buildings. **NOTE:** Service NL will only issue Electrical Permits to Registered Electrical Contractors.

**Tools**

- Use only electric tools that have a CSA logo or equivalent.
- Make sure the casings of double-insulated tools are not cracked or broken.
- Always use a Class A ground fault circuit interrupter (GFCI) with portable electric tools when operated outdoors or in damp or wet locations. GFCIs detect current leaking to ground from a tool or cord and shut off power before damage or injury can occur.
- Take defective tools out of service.
- Any shock or tingle, no matter how small, means that the tool or equipment needs to be checked and repaired.
- Before drilling, nailing, cutting, or sawing into walls, ceilings, and floors, check for electrical wires or equipment.

**Cords**

- Make sure that tool cords, extension cords, and plugs are in good condition.
- Use only 3 pronged extension cords.
- Make sure that extension cords are the right gauge for the job to prevent overheating, voltage drops, and tool burnout. A 12-gauge extension cord is ideal.

- Do not use cords that are defective or have been improperly repaired.
- Protect cords from traffic.
- When outdoors or in wet locations, plug into a GFCI-protected receptacle or use a portable in-line GFCI.

**Generators**

- Use only generators with a label identifying it as “neutral bonded to frame”. Do not use generators with a “floating neutral”.
- Use a portable generator with built-in GFCI receptacles or use a portable in-line GFCI at the generator receptacle.

**Demonstrate**

- Inspect sample tools and cords used on the job.
- Point out labels indicating double insulation.
- Show a portable in-line GFCI. It can be used on all grounded electrical receptacles.

**References**

- [https://www.servicenl.gov.nl.ca/licenses/electrical/permits/index.html](https://www.servicenl.gov.nl.ca/licenses/electrical/permits/index.html)

Complete and attach Toolbox Meeting Form and process as per company policy.

Content adapted for NLCSA, with permission, from toolbox talk by the Infrastructure Health & Safety Association (IHSA)
TOOLBOX MEETING FORM

Date: _________ Project: _____________________________________________________________

Supervisor: ____________________________________ No. in Crew: _____ No. Attending: _____

Review Last Meeting:
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Names of Attendees (Signature Required)

Topics Discussed (policies, practices, procedures, hazard assessment):
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Suggestions Offered:
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
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__________________________________________________________________________________

Action(s) to be Taken:
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Injuries/Accidents Reviewed:
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Supervisor’s Remarks: __________________________________________________________

Signature: ______________________________________________________________________