

Electrical Contractor Safety Policy

Template -- customize all fields marked in grey for your company

Company and document information

Company name:	<input type="text"/>	Effective date:	<input type="text"/>
Primary office address:	<input type="text"/>	Policy version:	<input type="text"/>
Safety officer / program administrator:	<input type="text"/>	Review date:	<input type="text"/>

Safety policy statement

This Electrical Safety Policy establishes the commitment of this company to providing a safe and healthful work environment for all employees, subcontractors, and visitors. Electrical hazards represent one of the most significant risks in our trade. This policy is adopted in compliance with OSHA 29 CFR 1910.333, OSHA 29 CFR 1926.403, and the requirements of NFPA 70E, Standard for Electrical Safety in the Workplace.

Company-specific policy statement (customize below):

Management commitment

Company management is committed to the following responsibilities:

- Providing the resources, training, and equipment necessary to work safely
- Complying with all applicable federal, state, and local safety regulations
- Establishing and enforcing safe work procedures for all electrical work
- Investigating all workplace incidents and near-misses to prevent recurrence
- Maintaining records of training, inspections, and incidents as required
- Reviewing and updating this policy at least annually and after any significant incident

VP / Operations director:	<input type="text"/>	Phone:	<input type="text"/>
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Employee responsibilities

All employees performing electrical work are responsible for the following:

- Complying with this policy and all safe work procedures at all times
- Completing required safety training before performing assigned electrical tasks
- Wearing and maintaining required personal protective equipment (PPE) per NFPA 70E
- Reporting unsafe conditions, near-misses, and incidents to their supervisor immediately
- Refusing to perform work they believe presents an imminent hazard
- Participating in pre-job safety briefings and hazard assessments
- Following lockout/tagout procedures before any electrical equipment service or maintenance

Core electrical safety rules

Energized work prohibition

Work on or near energized electrical equipment is PROHIBITED unless de-energizing creates a greater hazard or is infeasible due to equipment design or operational limitations. Any energized electrical work requires written approval from management, a completed Energized Electrical Work Permit, and the presence of a second qualified worker.

Lockout / Tagout (LOTO)

All employees must follow the company LOTO program before servicing or maintaining any electrical equipment. Per OSHA 29 CFR 1910.147 and NFPA 70E, this requires: notification of affected employees, isolation of all energy sources, application of individual lockout devices, release or restraint of stored energy, and verification that equipment is in a zero-energy state before work begins.

Personal protective equipment

PPE selection must be based on a job hazard analysis and arc flash risk assessment per NFPA 70E Table 130.5(G). At minimum, all electrical work requires: safety glasses with side shields, insulated tools rated for the voltage class, and rubber insulating gloves with leather protectors rated for the voltage present. Arc-rated FR clothing is required for all work within the arc flash boundary.

Approach boundaries

Only qualified persons may approach within the limited approach boundary of exposed energized electrical conductors. Work within the restricted approach boundary requires insulated tools, rubber insulating gloves, and additional PPE per NFPA 70E. No work may be performed within the prohibited approach boundary unless the conductor is treated as insulated or is effectively guarded.

Training requirements

Training Topic	Frequency	Required For
New employee electrical safety orientation	Upon hire	All electrical employees
NFPA 70E electrical safety awareness	Every 3 years	All qualified persons
Lockout/Tagout procedures	Annually	All electrical employees
Arc flash and PPE selection	Annually	Qualified persons
First aid and CPR	Every 2 years	Recommended for all
OSHA 10-hour Construction Safety	Once (upon hire)	All field employees

Policy enforcement

Violations of this policy are subject to disciplinary action up to and including termination. The following progressive discipline framework applies unless a violation creates an imminent risk of serious injury, in which case immediate suspension or termination may occur without prior warning steps:

- First violation: verbal warning and mandatory safety counseling
- Second violation: written warning placed in personnel file
- Third violation or serious hazard creation: suspension pending investigation or termination

Policy review and updates

This policy will be reviewed at least annually by the Safety Officer and senior management. The policy will also be reviewed following any workplace electrical incident, whenever regulatory requirements change, and when new electrical work tasks or equipment are introduced. Employees will be notified of material policy changes within 30 days of any revision.

Next scheduled review date:

Reviewed by:

Authorization signatures

Company owner / CEO signature:

Date:

Safety officer signature:

Date:

Operations director signature:

Date: