

Electrical Safety Training Record (Unqualified Persons / Non-Electricians)

Instructions: The supervisor or designee will retain this completed form in the employee’s personnel file as confirmation of safety training conducted. When training is completed, please FAX a copy of this form to the Safety and Environmental Management Office at FAX 581-4085.

Scope: UMaine’s ultimate concern is that workers are competent to perform their assigned duties in accordance with OSHA 29 CFR 1910.332. The training requirements apply to employees who face a risk of electric shock that is not reduced to a safe level by the electrical installation requirements. Employees must be trained in and familiar with the safety-related work practices that pertain to their respective job assignments. Supervisors should assess the training needs of workers on an ongoing basis and adjust both training schedules and training topics accordingly.

General Electrical Safety Training	Department Electrical Safety Training
<ul style="list-style-type: none"> • Summit Training Source video <u><i>Shock Proof: Unqualified Employee</i></u> • Training must include the following: <ul style="list-style-type: none"> ○ The Dangers of electricity ○ Common electrical hazards ○ How to work safely around hazards 	<p>Protection from electrical hazards associated with the employee’s job task(s), and the methods to avoid exposure.</p> <p>List electrical hazards associated with the employee’s Job Duties</p> <ul style="list-style-type: none"> • • • • • <p>Only electrical qualified persons are authorized to work on energized equipment or modify, test, or repair electrical equipment or systems.</p>
Unqualified Worker Training Certification	
<p>The following worker has been trained as described above to work safely around exposed electrical parts in accordance with The University of Maine Electrical Safety Policy. The employee named below does not work on energized systems or modify, test or repair or install electrical equipment or systems. This training will be updated whenever new duties are assigned that are beyond the scope of the training provided and whenever there is reason to believe that the employee has not followed the safety requirements provided in the training. The supervisor must ensure that this record indicates who was trained, who did the training, when the training occurred, and the topics discussed during the training.</p>	
Employee’s Name (<i>print</i>)	Employee’s Signature
Supervisor’s Name (<i>print</i>)	Supervisor’s Signature
Date of General Training	Date of Job Specific Electrical Training

The Safety and Environmental Management (SEM) Department does not rely solely on this documentation in assessing compliance with safety and environmental standards. Safety personnel and agency compliance officers apply professional judgment and utilize employee and employer interviews, and observation of work practices to determine whether employers have met the intent of the standard that workers have the necessary knowledge and skills to perform their assigned duties without danger to themselves or others.