

Electrical Utilities Energized Work Permit

Description of work to be performed:

Circuit Identification:

Location:

Circuit Isolation Point and Location :
(In Case of Emergency)

Justification for work to be performed energized (insulated and isolated):

Shock Risk Assessment

- Voltage (Ph-Ph or Ph-Gnd):
- MAD - Qualified Persons:
- MAD - Unqualified Persons:
- Shock PPE required:

Arc Flash Risk Assessment

- Available Incident Energy:
at working distance, or
- Arc Flash PPE Category:
- Arc flash boundary:
- Arc flash PPE required:

Means to restrict unqualified persons:

Additional Hazards and PPE (e.g. fall protection, confined space, step potential, equipment grounding, etc.):

Information to be reviewed at Pre-Job Briefing:

Complete

Person in Charge

Supervisor

Electrical Safety Officer

Director

Task Demands	Individual Capabilities
<input type="checkbox"/> Time Pressure (in a hurry)	<input type="checkbox"/> Unfamiliarity with task/First time
<input type="checkbox"/> High Workload (memory requirements)	<input type="checkbox"/> Lack of Knowledge (mental model)
<input type="checkbox"/> Simultaneous, multiple tasks	<input type="checkbox"/> New technique not used before
<input type="checkbox"/> Repetitive actions, monotonous	<input type="checkbox"/> Imprecise communication habits
<input type="checkbox"/> Irrecoverable acts	<input type="checkbox"/> Lack of proficiency/inexperience
<input type="checkbox"/> Interpretation Requirement	<input type="checkbox"/> Indistinct problem-solving skills
<input type="checkbox"/> Unclear goals, roles & responsibilities	<input type="checkbox"/> "Hazardous" attitude for critical task
<input type="checkbox"/> Lack of or unclear standards	<input type="checkbox"/> Illness/Fatigue
Work Environment	Human Nature
<input type="checkbox"/> Distractions/Interruptions	<input type="checkbox"/> Stress (limits attention)
<input type="checkbox"/> Changes/Departures from routine	<input type="checkbox"/> Habit patterns
<input type="checkbox"/> Confusing displays or controls	<input type="checkbox"/> Assumptions (inaccurate mental picture)
<input type="checkbox"/> Workarounds/OOS instruments	<input type="checkbox"/> Complacency/Overconfidence
<input type="checkbox"/> Hidden system response	<input type="checkbox"/> Mindset ("tuned" to see)
<input type="checkbox"/> Unexpected equipment conditions	<input type="checkbox"/> Inaccurate risk perception (Pollyanna)
<input type="checkbox"/> Lack of alternative indication	<input type="checkbox"/> Mental shortcuts (biases)
<input type="checkbox"/> Personality conflicts	<input type="checkbox"/> Limited short-term memory

Human Performance Tools

1 Pre-job briefing

Identify hazards, assess risk and select and implement risk controls from a hierarchy of methods

2 Job site review

Increased situational awareness

3 Post-job review

Identify ways to improve and best practices

Peer check

4 Procedure use and adherence

Step-by-step procedure read, outcome understood

Circle the task to be performed, check off each task as it is completed

5 Self-check with verbalization

Stop, Think, Act, Review (STAR)

Verbalize intent before, during, and after each task

6 Three-way communication

Directives are repeated by receiver back to sender; receiver is acknowledged by sender

Use of the phonetic alphabet for clarity

7 Stop when unsure

Stop and obtain further direction when unable to follow a procedure or process step or if something unexpected occurs

Maintain a questioning attitude

8 Flagging and blocking

Identify (flag) equipment and controls that will be operated
Prevent access (block) equipment and controls that should not be operated