

# TOOLBOX TALK

## Five Steps to a Safer Electrical Room

### 1. Do some spring cleaning!

- Sweep the floor.
- Remove trash.
- Remove unused equipment.
- Remove non-electrical system equipment.
- Replace light fixture bulbs.
- Seal the room from dust.

### 2. Conduct annual and preventive maintenance!

- Tighten connections.
- Cycle the breakers.
- Verify all fuses are a matching set.
- Review settings in equipment to match the last coordination/arc flash study performed.
- Ask your local electrical supply house to generate a list of spare parts.
- Install spare parts shelving.
- Pressurize the room.

### 3. Keep safe and secure!

- Install proper safety signage.
- Ensure PPE and lockout/tagout equipment is readily available.
- Ensure all guards and covers are installed.
- Plug unused holes in equipment.
- Properly secure all enclosures and raceways.
- Install panic hardware on doors and have them swing out of the room.
- Install insulating mats for working clearance issues.

### 4. Ensure proper documentation!

- Redline drawings to match equipment.
- Post base documentation and charts in paper, poster, or electronic format.
- Create a directory for each motor and its location in the room to facilitate lockout/tagout.

### 5. Label all equipment to match documentation!

- Switchboards
- MCCs
- Panelboards

