# Electrical arc flash hazard awareness audit Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Date conducted:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# 1 Engineering

| **Point** | **Standard** | **Standard met** | **Comments** |
| --- | --- | --- | --- |
| 1.1 | Electrical switchboards have been arc flash hazard assessed and documented. |  |  |
| 1.2 | A design review has been conducted to identify potential areas to reduce hazards including fault levels, exposure times, isolation and energisation, containment and system grounding. |  |  |
| 1.3 | Protection devices have been calibrated / tested to verify performance per design. |  |  |
| 1.4 | Procedures are in place to ensure engineering details, preventative maintenance programmes and PPE requirements are updated and testing is performed when changes are made. |  |  |
| 1.5 | Single-line diagrams are up-to-date reflecting any modification to the electrical distribution system. |  |  |
| 1.6 | Arc flash labels are clearly displayed on electrical installations. |  |  |

## 2 Maintenance

| **Point** | **Standard** | **Standard met** | **Comments** |
| --- | --- | --- | --- |
| 2.1 | Preventative maintenance programs for electrical switchboards and equipment specifically address arc flash hazards. |  |  |
| 2.2 | The preventative maintenance program for electrical switchboards and equipment are completed when scheduled. |  |  |
| 2.3 | Arc flash hazard label information has been updated with changes to the electrical installation. |  |  |

# 3 Safety

| **Point** | **Standard** | **Standard met** | **Comments** |
| --- | --- | --- | --- |
| 3.1 | The site safety program includes electrical hazard/risk evaluation procedures, safe electrical work procedures and electrical safety principles. |  |  |
| 3.2 | The site has safety procedures in place to minimize dangers where “working on or near energised electrical installations” cannot be avoided. |  |  |
| 3.3 | The site has a formal record-keeping process for documenting arc flash accidents and near misses. |  |  |
| 3.4 | There is a process in place that ensures actions will be taken to review and update procedures when an arc flash accident or near miss occurs. |  |  |

# 4 Training

| **Point** | **Standard** | **Standard met** | **Comments** |
| --- | --- | --- | --- |
| 4.1 | The site has an Electrical Safety training program that provides workers the knowledge and understanding of electrical hazards in the workplace. |  |  |
| 4.2 | The Electrical Safety training program includes arc flash awareness, selection and use of appropriate PPE, explanation of warning signs and labels, and procedures for isolating/energising of electrical equipment. |  |  |
| 4.3 | Site personnel have been trained in the hazards when working on or near energized electrical installations. |  |  |
| 4.4 | The training program is periodically reviewed to identify needed changes. |  |  |
| 4.5 | Electrical safety training records are maintained and stored. |  |  |

# 5 Personal protective equipment

| **Point** | **Standard** | **Standard met** | **Comments** |
| --- | --- | --- | --- |
| 5.1 | The site has a procedure on how and when arc flash PPE should be worn and maintained. |  |  |
| 5.2 | Arc flash PPE is readily available for use when required. |  |  |
| 5.3 | Arc flash PPE is appropriate to the hazard level of the assessed arc flash incident energy. |  |  |