NECA Standing Policy - Safety Programs and Safe Workers

NECA believes that safety is an integral part of achieving excellence in the electrical contracting business by maintaining the highest productivity, quality, and safety standards in a proactive, practical, and cost effective approach to manage organizational loss control. NECA members demonstrate safety professionalism and responsibility through every aspect of work and services they provide including designing, planning, construction, service work, and implementing operations with a minimum of disruption to customers. NECA’s commitment to jobsite safety is reinforced by placing special emphasis in quality safety training programs that integrate safety into project pre-planning and project management.

NECA, historically, has supported and continues to support the highest safety standards in construction for the benefit of its members, the industry and the consuming public. NECA actively advocates maintaining the safest and most productive workplace possible. NECA members appreciate the benefits of a workplace free from injuries, the advantage of a productive work force, and the responsibility of offering a safe working environment. To that end, NECA believes that to achieve zero injuries in the workplace, members must strive for zero energy work environments as the normal and best practice, whenever achievable.

NECA members understand jobsite safety is an important responsibility shared between employers and employees and affirms that implementing safe work practices is not optional. The association believes that a trained and qualified workforce has responsibility to recognize and avoid workplace hazards and, where necessary, employers provide appropriate personal protective equipment for workers exposed to workplace hazards.

NECA remains active in government relations and rulemaking processes related to worker safety. The association actively participates in electrical safety standard development, such as NFPA 70 the National Electrical Code, and NFPA 70E Standard for Electrical Safety in the Workplace and other safety legislation that affects the industry. NECA is committed to supporting collaborative effective efforts in industry alliances and partnerships sharing common safety objectives.

The goal of NECA members is to maintain a safe and healthy workplace for all employees and to foster efficient operations, thereby offering the best possible product and services to the construction customer. Effective safety-related work practices and principles must be integrated into the planning and installation of electrical work as well as into design.

NECA members recognize that implementing effective safety programs and safe work practices is often challenged by cultural differences and other distractions that are not in best interest of employees or employers and they are dedicated to solving these problems while establishing and maintaining safety in the workplace. Safety Excellence results from safe work practices that continuously strive for Zero Injuries. NECA’s commitment to safety excellence and safe work environments remains active, focused and constant.
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2. Training
3. Inspections
4. Coaching
5. Accident Reporting & Investigation

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B. Resources

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*Notice to users*: This guide is not intended to be all encompassing in the hazard prevention/identification process. Consult your companies safety program, site specific safety requirement and applicable OSHA rules for the given task.
Overview

Safety is critical to the electrical construction industry. More than 10,000 electricians are injured annually with an average loss of work around 10 days per incident. An average of 79 electricians are killed each year in workplace accidents. These numbers are unacceptable and supervisors are in a key position to reduce them. You are management’s front line.

As a supervisor you need to know the company safety policies and procedures as well as the applicable occupational safety and health standards. Your primary responsibility is to ensure employees accomplish their job assignments safely in accordance with these policies and procedures, and that the actions of the employees are lawful. Inadequate monitoring of employee performance, failure to reprimand or correct deficiencies, or tolerating unacceptable behaviors exposes companies and supervisors to liability.

Your tasks will be best accomplished by fostering a culture that reinforces safe and healthy work practices. In order to do this you must:

- Become a safety subject matter expert,
- Clearly communicate expectations,
- Lead by example,
- Encourage and welcome suggestions,
- Ensure work is safely done, and
- Acknowledge safety efforts.

You also need to understand where your liability rests. With respect to safety, this includes Workers’ Compensation, OSHA, Tort, and Criminal liability. As an agent of the employer, most of the liability rests with the company. However, there is potential personal liability. The actions of a supervisor can increase or decrease both employer and supervisor liability. To avoid issues with OSHA, recognize and keep employees away from hazards. Protection from criminal liability comes from not allowing employees to engage in unsafe activities and not providing false information to enforcement officers. When it comes
to tort liability or lawsuits, never act outside your job duties and enforce all rules without compromise. If you allow it, you authorize it!

The basic responsibilities of a supervisor for safety can be broken down into five categories.

1. **Planning**
   Before starting a project you need to know what hazards are present and how to prepare for them. The Site Specific Requirements Review will describe the general hazards, documentation and contact information for the site. A Job Hazard Analysis (JHA) will enable you to look at individual tasks and identify hazards and controls for a given job.

2. **Training**
   Employees need to be prepared for the work. Your project analysis will identify the general training needed. Make sure employees are provided and equipped with the basic training needed. Additionally, you will need to provide effective toolbox talks and job briefings to address site specific details and refresh employees on the hazards.

3. **Inspections**
   Inspections are critical to ongoing identification and correction of hazards. You need to know how to conduct an inspection and provide guidance to employees on inspections. If OSHA comes on site to perform an inspection, be prepared by knowing and understanding the company policy for response to an inspection as well as the rights of both employees and the company.
4. Coaching
A supervisor’s role is similar to a coach. You will need to make observations of safety performance and promote safe work habits as well as enforce safety with policies and procedures for compliance.

5. Accident Reporting and Investigation
When an accident occurs, a first report of loss is needed. This is usually the job of the supervisor. Any investigation will most likely be performed by or involve the supervisor. You will need to know all the necessary steps of an investigation and questions to ask.

This guide will provide assistance on how to perform these tasks. References will be provided in footnotes and the appendices which will enable you to find details regarding specific hazards.
1. SAFETY PLANNING

Site Specific Requirements Review

Before going on a jobsite consult with the safety director and or project manager to determine site specific requirements. At a minimum, a Site Specific Requirements Review will identify the following:

- Site specific safety programs needed
- Location and individuals responsible for safety emergency response
- Training Needed and frequency
- Reporting requirements to Host/General Contractor

* NECA’s Electrical Contractor Safety Program contains required plans for various hazards and is available at www.necanet.org.
**PART 1: Site Specific Requirements Review & Contact Information**

Project No:_____________________ Contract No:_____________________ Date:_____________________

Scope of Work/Description:__________________________________________________________________________________

<table>
<thead>
<tr>
<th>Emergency Contacts</th>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Superintendent:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety Director:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subcontractor Safety:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Site Specific Requirements:

___ Site Specific Safety Plan (All applicable programs i.e. HazCom, Emergency Action Plan, etc.) at ____________.

___ Safety Data Sheets (SDS) on site and copy available for employees at ____________.

___ First Aid/CPR/AED certified individuals (List attached)

___ Competent persons in rigging, scaffolding, excavation, confined space, etc. (List attached)

___ Designated competent person(s) ___________________ (Documents submitted to __________________)

___ Tool box meetings performed (frequency) __________ and submitted to ________________________

___ Safety audits performed (Frequency) ___________ and submitted to _________________________

___ Responsible entity for first aid kits or facilities is ____________________

___ Responsible entity for maintenance/replacement of protection systems is ______________________

___ Report Incidents or Near Misses to_________________

___ Daily Construction Reports (# of workers on site/activities performed submitted to ________________

___ Other host/contractor requirements
## PART 2: Site Specific Requirements Review - Hazard Category List

<table>
<thead>
<tr>
<th>Check if Present</th>
<th>Special Training ¹</th>
<th>Written Program/Permit ²</th>
<th>Competent Person ³</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ Aerial Lifts</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>__ Asbestos Work</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>__ Confined Space</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>__ Electrical Hazards</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>__ Energized Electrical Work</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>__ Excavation/Trenching</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>__ Fall Hazards (Subpart M)</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>__ Hazardous Materials</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>__ Hazardous Waste Operations</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>__ Heat Stress</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>__ Heavy Equipment</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Check if Present</td>
<td>Special Training ¹</td>
<td>Written Program/Permit ²</td>
<td>Competent Person ³</td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------------</td>
<td>--------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>__ Hoisting &amp; Rigging</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>__ Hot Work</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>__ Lead Work</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>__ LOTO</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>__ Noise Levels</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>__ Radiological Area Work</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>__ Respiratory Hazards</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>__ Roof Work</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>__ Scaffolding</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>__ Site/Vehicle Traffic</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>__ Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Denotes advanced training. Supervisors should evaluate circumstances and provide training as needed.
2. Indicates whether regulatory language specifically requires documentation. Written programs, permits or other documentation may be advised or required by the host employer or general contractor.
3. Denotes competent person as identified by regulatory language. Presence of a qualified or competent person may be advised or required by the host employer or general contractor.
Job Hazard Analysis (JHA)

The Job Hazard Analysis identifies the steps performed to complete a job, hazards encountered in each step and controls/procedures to be followed to reduce the hazard.

1. Select a Job. Identify jobs for which a JHA is needed. Look at jobs:

- With a history of injuries, or near misses and the potential for fire, explosion, chemical release, etc.
- That have changed, new environments or those involving new people
- Which require a work permit (e.g. confined space, hot work permits, Lockout Tagout)
- Involve workers in the analysis. They often know the most about processes performed.
Job Hazard Analysis (JHA)

2. Conduct Analysis. Breaking down the job into steps:

   Installation/Replacement of Light Luminaire:

   Electric Shock  Lifting  Fall

3. Identify Hazards. List hazards for each step.
Job Hazard Analysis (JHA)

4. Identify Controls. List methods used to mitigate hazards.

Installation/Replacement of Light Luminaire

Engineering Controls – changing the process or re-engineering to eliminate or minimize the hazards.

Administrative Controls – tighten up procedures and safe work practices including use of signs and warnings, training, time limits on hazardous duties, buddy system

Personal Protective Equipment (PPE) – is acceptable as temporary control method
Job Hazard Analysis (JHA)

5. **Train.** Make workers aware of and understand the hazards and controls.

6. **Review.** Periodically check to ensure all hazards are known and identified.
**Job Hazard Analysis Sample**

**Job Hazard Analysis Title:** Replace electric receptacles and lamps *

**Supervisor** ___________________________  **Person(s) Performing Job:** ____________

<table>
<thead>
<tr>
<th>Task</th>
<th>Hazards</th>
<th>Controls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remove old receptacle</td>
<td>- Electrical</td>
<td>- Deenergize all equipment as well as circuits to be</td>
</tr>
<tr>
<td>or lamp</td>
<td>shock</td>
<td>worked on before work is started</td>
</tr>
<tr>
<td></td>
<td>- Arc flash</td>
<td>- Wear personnel protective equipment and clothing as prescribed by the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>electric hazard analysis</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Maintain clearance procedures and grounding</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Use insulated tools</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Using a ladder</td>
<td>- Fall</td>
<td>- Use of ladders that conform to ANSI safety codes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Use ladders of sufficient length</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Wear proper protective footgear</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Clear area of material and any debris that would create a tripping</td>
</tr>
<tr>
<td></td>
<td></td>
<td>hazard.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Make sure surface against which ladder rests can support load and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ladder is secured at top and bottom</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Set ladders at proper pitch 4:1</td>
</tr>
</tbody>
</table>

* The JHA provided here is for sample purposes only. It does not represent a complete JHA.*
2. TRAINING

As supervisor you expect employees to be prepared for the work. Unfortunately, not all electricians have the same experience. Check to make sure all employees on the jobsite are qualified.

“Qualified” means one who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated his ability to solve or resolve problems relating to the subject matter, the work, or the project. As defined by OSHA in 1926.32(m).*

Ensure that all employee on site have completed a safety orientation.

* Qualified persons may require additional training to become qualified in specific or unique task.
Orientation Checklist

___ 1. General Safety Rules & Policies
___ 2. Hazard Communication & Chemical Safety Procedures
___ 3. PPE
___ 4. Control of bloodborne pathogens
___ 5. Electrical Safety & Lockout/Tagout
___ 6. Emergency Plans: Routes & Assembly Locations
___ 7. Proper lifting & ergonomic techniques
___ 8. Vehicle Safety
___ 9. Tool & Equipment Safety
___ 10. Safety Signs and their requirements and their meanings
___ 11. Procedures for reporting safety violations, accidents, near-misses
___ 12. Other jobsite specific hazards and procedures
Toolbox Talks

Toolbox talks are one of the most significant forms of training on construction sites. They provide a cost effective way to perform construction training and keep safety on the top of the mind. This responsibility most often falls to Supervisors. The following will help you perform effective toolbox training.

1. Select topic
Choose topics applicable to the work. Accident reviews can be used to get everyone’s attention and are usually on target. Other electrical construction relevant talks are available from NECA (see Appendix B).
Toolbox Talks

2. Identify Objectives
Make sure employees know the purpose of the talk. Identify what you expect them to know upon completion of the talks.

3. Keep presentation short and to the point
Talks should be approximately 15 minutes. Content should address the objectives. Be careful not to go on a tangent or tell stories.

4. Involve workers
Employees will gain more from the training if they are engaged. Ask questions or have them demonstrate how to apply content in the talk.
**Toolbox Talks**

5. **Assess Understanding**
At the end of the toolbox talk, question employees or have them complete a quiz. It serves as a review of what was learned. It also holds individuals accountable for content in the presentation which enhances retention.

6. **Document**
Have all participants complete a sign-in sheet. It tracks who has been trained and proof of compliance for OSHA. Sign-in sheets such as used in the NECA eSafetyLine Safety Expert System and NECA Toolbox Set talks also include a comments section. This allows you to track concerns and recommendations and corrective actions necessary.
Job Briefings

Job briefings differ from toolbox talks in that they are a specific review of the hazards and precautions for a scheduled task. It should not be a time for training on new tasks. It is a time to review the details of the jobs, hazards and hazard controls. A great resource for the job briefing is the Job Hazard Analysis. Both look very similar. The major difference in the analysis is that it is a tool to break down the task to hazards and a Briefing is to communicate the hazards to the crew.

A Job Briefing is required before the start of each job. If the job is complex or task is not repetitive the briefing needs to be more extensive and additional ones must be conducted as the jobs change. Briefings need to address:

• **Hazards associated with task**  
  (Arc-Flash Boundary, etc.)
Job Briefings

- Work procedures

- Special precautions to be taken
Job Briefings

• Energy source controls (e.g., clearances, LOTO)

• PPE required

• Emergency Response measures (alert procedures, First/Aid CPR/AED, rally points after evacuation, etc.)
Job Briefing Checklist

___ General hazards
___ Electrical Analysis
   (arc flash-hazard and shock analysis results including incident energy and boundaries)
___ Voltage levels involved (Be sure to test.)
___ Any backfeed, induced or other possible voltage source
___ Any unusual work conditions
___ Job plans and single-line diagrams and vendor prints
___ Work procedures and skills
___ Temporary protective grounding equipment
___ Barriers and barricades
___ Number of workers on job, responsibilities and who’s in charge
___ Tools and equipment, including PPE
___ Current plant and vendor resources
___ Individuals are familiar with the facility
___ List of emergency equipment and location
___ Communication Devices (nearest telephone, radio, etc.)
___ Alarms or other signals
___ Emergency response and rescue equipment
   (Emergency Shut-off, Confined space, fire extinguisher, AED/First aid kit, etc.)

Think “what else” and “what if?”

Anticipate what could happen and...

Communicate! Make sure everyone knows what to do.
Mentoring

Modeling safety behavior is one of the best education methods. This works especially well with new hires. Pair the most safety conscious employees with them.
3. INSPECTIONS

Periodic inspections should be performed by you, the supervisor. Weekly intervals are recommended. Workers should inspect their work area daily. Checklists which offer a list of specifics can be used. Or, you can simply use a list of hazard categories.

*Use Checklists from Known and Trusted Resources*
Develop a Safety Checklist

• Review past incidents

• Consult OSHA and consensus standards applicable to the electrical industry

• Company lists created by management/workers
**Inspection by Hazard Category**

Being able to walk a jobsite and identify hazard sources often proves to be much easier than trying to reference a checklist. Although, checklists are useful as a guide, they are typically not all inclusive. Consider basing your inspection on a list of hazard categories that allows you to enter issues based on the type of harm it may cause.

**Light / Radiation** – look for source of radiation that could be harmful

**Impact** – look for objects that can strike or fall on employees
**Inspection by Hazard Category**

**Penetration** – look for sharp objects or items that could impale workers

**Compression (crush or roll-over)** - look for items that could crush workers
Inspection by Hazard Category

**Chemical** – identify what chemicals are being used or on site and review SDSs

**Temperature** – consider the environment and extremes of hot or cold. Provide protective/preventive measures accordingly.
Inspection by Hazard Category

**Electrical** – identify all associated hazards

- Arc Flash
- Shock
- Burns

Ensure that workers understand the meaning of danger warning and caution signage, and understand how to recognize and avoid the electrical hazards.
## Hazard Category Inspection Checklist

<table>
<thead>
<tr>
<th>Operation</th>
<th>Task/Steps</th>
<th>Hazard</th>
<th>Control</th>
<th>Class</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welding</td>
<td>Striking an arc</td>
<td><em>X</em> Light / Radiation</td>
<td>___ Engineering</td>
<td>Intense light</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>___ Impact</td>
<td>___ Administrative</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>___ Penetration</td>
<td>___ X_ PPE</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>___ Compression (roll-over)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>___ Chemical</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>___ Temperature</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>___ Electrical</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Description:**
- **Intensity of light**
- **Engineering Controls**
- **Administrative Controls**
- **Personal Protective Equipment (PPE)**
**OSHA Inspection**

If an OSHA Compliance Officer comes on site, make sure you are aware of the company policy. The compliance officer must have a management and employee representative to accompany them on their inspection. As the site supervisor, you can ask the compliance officer to wait for the company safety representative. If you are designated management representative:

- Verify the Compliance Officer’s credentials
- Have the Compliance Officer limit the inspection to the complaint or accident and take them directly to the site do not pass unrelated areas
- Accompany the inspector on their inspection, take photos and notes of anything the compliance officer does
- Attend non-private employee interview and take notes
- Do not provide documents that are not required by law

**NOTE:** If directed by company policy, request a warrant. However, there is no expectation of privacy or a need for a warrant for construction areas open to plain view by the public. Permission to access a site can also be given by the host employer or controlling contractor.
4. COACHING

Effective safety programs only come about through culture change. Supervisors have to act as a safety coach and promote that culture through their leadership actions. Coaching involves making observations, taking advantage of coaching opportunities and promoting safety. If done properly, discipline is rarely needed. However, if needed, consult with your employer to determine what measures that are allowed/required per the labor agreement.
Observations

A Safety Observation can be defined as observing worker behavior and engaging in open dialogue in order to:

- Identify any risks involved, and communicating what the employee can do to overcome those risks.
- Reinforce safe behaviors
- Guiding or coaching employees to correct any conditions or practices that are unsafe so they can perform work in a safe manner
Coaching Opportunities

• Discuss unsafe conditions observed

• Discuss at risk behaviors observed

• Discuss questions from workers who want to enhance safety such as asking a worker to hold a ladder that has already been secured at the top and base
Safety Observation Card

Job/Location ________________________________________________________________

Employee(s) ______________________________________________________________

Supervisor_____________________________________________ Date __________________

Activity/Condition/Behavior Observed:
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Discussion Summary/Corrective Action Taken:
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
5. ACCIDENT REPORTING & INVESTIGATION

Accident Response and Investigation

1. **Be prepared.** Make sure you know what your company policies are on accident response. The documents you prepare associated with an accident may become evidence in a workers comp hearing or third party lawsuit. Know when your company involves an attorney in the process to invoke client/attorney privilege.

2. **Immediate response.** Administer first aid and contact EMS. OSHA must be contacted within 8 hours and all work related hospitalizations, all amputations and all losses of an eye within 24 hours. Call (800) 321-OSHA.

3. **Control the scene.** Preserve evidence and keep others away for safety.
Accident Response and Investigation

4. Agencies *(EMS/Police/OSHA response)* – depending on the severity of the accident multiple agencies may respond. EMS and Police will be the first to arrive. Police may take statements. OSHA will follow.

5. **Investigation** - gather as much information as possible through physical evidence (pictures, etc.) and interviews.

Be sure to answer:
- who
- what
- when
- where
- why
- how
Accident Response and Investigation

6. Analyze the facts to determine the apparent causes. There are immediate causes and root causes try to determine both. Be careful not to speculate and the desire to fingerpoint. Comments on a report may create “admissions” of liability.

7. Make recommendations for corrective measures to prevent future accidents.

8. Document! Make sure you keep a record of all actions taken when an accident occurs.
Accident Response and Investigation

9. Supervisor Accident Report

ADMINISTRATIVE INFORMATION

Injured Employee ___________________________________   Supervisor's Name ___________________________________

Jobsite/Dept._________________   Date/Time of Incident _________________   Date/Time Reported ____________________

INCIDENT LOCATION/CONDITIONS

• Name of Location of Incident (Employer Premises yes/no).
• Address of Location of Incident.
• Identify weather/environmental conditions.

DESCRIPTION OF THE INCIDENT

• Describe the events and conditions leading to the incident.
• How did the incident occur and what were the results?
• List injured/ill employees.
• List other employees involved in the incident.
• List injured/ill non-employees.
• List witnesses to the incident.
• List equipment and/or property involved.
• List damaged equipment/property and description of damage.
Accident Response and Investigation

PREVENTION
• What was the cause of the incident?
• What corrective action was taken?

DESCRIPTION
• What was the employee doing when the incident occurred?
• Describe how this specific injury / illness occurred?

SEVERITY
• Did the occurrence result in a fatality (death)?
• Was the occurrence a result of an instantaneous event?
• Describe the location and extent of the employee’s injury or illness.
• Was there a loss of consciousness?
• Was the employee physically or mentally unable to perform all or any part of their normal assignment during any part of the workday or shift as a result of the job-related injury?
• Was the employee transferred to another job?

TREATMENT
• Describe First Aid/Medical Services provided.
• Who provided the first aid and/or medical care?
The top ten most frequently cited standards for the Standard Industrial Classification Code 1731 Electrical are listed on the following pages with their rank. Excerpts of the standard which are most likely the cause of the citation received are listed. This is not a complete list. You should consult the CFR to review all pelican standard components.

**Electrical**

#1 - 1926.405 Wiring methods, components, and equipment for general use.

#2 - 1926.416 General requirements.

#3 - 1926.403 General requirements.

#7 - 1910.333 Selection and use of work practices.
Scaffolding

#6 - 1926.453 Aerial lifts. (Subpart L Scaffolding)
Stairways and Ladders

#5 - 1926.1053 Ladders.

Fall Protection

#4 - 1926.501 Duty to have fall protection.

#9 - 1926.503 Training Requirements.
Trenching & Excavation

#8 1926.651

Training

1926.21 Safety Training and Education
APPENDIX B RESOURCES

• NECA Safety Manual
• National Institute for Occupational Safety and Health website – www.cdc.gov/niosh
• NECA’s eSafetyLine - Safety Expert Software – www.esafetyline.com/neca
• NECA Electrical Construction Employee Safety Handbook (2014)
• NECA Electrical Contractors Safety Program (2015)
• NECA's NFPA 70E Personal Protective Equipment (PPE) Selector – Set
• NECA Wiremen Toolbox Safety Series
• NECA Linemen Toolbox Safety Series
• NECA Safety Website – www.necanet.org
• NECA’s Guide to NFPA 70E Employer Responsibilities
• NECA’s NFPA 70E Guide to Lockout/Tagout Set
• NECA's Energized vs. De-energized Work Guide to Decision Making
• NECA Safety Meeting App - www.necasafetyapp.com
• Occupational Safety and Health Administration (OSHA) website - www.osha.gov
• NECA Guide to Respirable Silica
• NECA Guide to Incident Investigations
ACKNOWLEDGEMENTS

Program Developed by:

Joe O’Connor
INTEC, Inc.
PO Box 163
Waverly, PA 18471
www.intecweb.com
800.745.4818

Wesley Wheeler
Director of Safety
NECA

Michael Johnston
Executive Director, Standards and Safety
NECA

Photographs* Contributed by:

Rick Worch, Safety Director
EMCOR Group, Inc.
24403 Galeano Way
Damascus, MD 20872

Ed Hixson, Safety Director
Dynalectric Co.
22930 Shaw Road
Dulles, VA 20166

Frankie Carll Productions
Clarks Summit, PA 18411
(570) 587-2740

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National Electrical Contractors Association
3 Bethesda Metro Center, Suite 1100
Bethesda, MD 20814
(301) 215-3110