Toolbox Talks are intended to facilitate health and safety discussions on the job site. For additional Toolbox Talks, please visit SAFETY.CAT.COM™.

**TOPIC:** To reduce the chance of an accident around electrical equipment, remind your employees to follow proper safety procedures.

**Clothing**
- Always wear safety shoes with nonconductive soles
- Always wear headgear insulated to withstand 20,000 volts
- Wear voltage-rated insulated gloves covered by leather gloves to protect against piercing
- Wear clothing that is NOT made of synthetic materials (e.g., polyester, rayon, or nylon); these can melt and cause severe burns
- Always remove any jewelry that can be conductive

**Safety Preparations**
- Never exceed your limits of knowledge and training
- Set up barricades to keep non-qualified personnel away from the work site
- Use only properly rated tools
- Always be sure you have adequate light

**Safe Work Practices**
- Always stand to the side when opening or closing any electrical disconnect
- Check blue prints and naming configurations to determine voltage levels and places of live wires
- Always be sure to de-energize a unit if possible
- Always use a test meter to confirm that there is no power
- Always install grounding conductors, where applicable

Discussion Date: ________________

Employee Participants:

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