

**ATTACHMENT C**

**Electrically Safe Work Procedure (ESWP)**

This Electrically Safe Work Procedure defines the steps to be taken by an **Authorized Qualified Electrical Worker** before any maintenance is performed on the machine/s or equipment identified below. Use additional rows or pages as needed.

<b>Description of Machine/Equipment/Circuit:</b>					<b>Machine/Equipment/ Circuit ID#:</b>		
<b>All Affected personnel notified that service or maintenance is required?</b>							Check <input type="checkbox"/>
<b>Machine or equipment safely shut down by the Authorized Qualified Electrical Worker?</b>							Check <input type="checkbox"/>
<b>Steps to isolate and lockout/tagout energy source</b>							
Voltage Level AC or DC?	Energy Isolation Device (Circuit-breaker, switch, etc.)	Device ID # or location	Action required on energy isolation device, (e.g., open and lock)	Lock ID/ Tag Properly Completed	Installed By	Verified By	Removed By
<b>Steps to render stored or residual energy safe and maintain safe</b>							
Type of Energy	Energy Control Device (Disconnect device, valve, etc.)	Device ID # or location	Method to dissipate or restrain stored energy MAY INCLUDE GROUNDING	Lock/Bleed/Blind ID	Installed By	Verified By	Removed By
<b>Steps to verify zero energy state (e.g., Attempt to Start Machine, VERIFY ZERO VOLTAGE by LIVE-DEAD-LIVE Method)</b>							
							Check <input type="checkbox"/>
							Check <input type="checkbox"/>
							Check <input type="checkbox"/>
<b>Steps to restore equipment to service</b>							
<b>Machine/Equipment inspected to ensure that nonessential items are removed, components are operational, system checks completed as necessary, and all personnel are clear? (Grounds removed)</b>							Check <input type="checkbox"/>
<b>Lockout/tagout devices removed from energy isolation/control devices listed above?</b>							Check <input type="checkbox"/>
<b>Affected employees notified that service or maintenance is complete and machine/equipment ready for use?</b>							Check <input type="checkbox"/>
<b>Authorized Qualified Electrical Worker verifies adequacy of ESWP and that any discrepancies are corrected?</b>							Check <input type="checkbox"/>
<b>Authorization</b>							
					<b>Name</b>		<b>Date</b>
ESWP Written By:							
ESWP Approved By:							

**Energy Type:**

<b>E - Electrical</b>	<b>P - Pneumatic</b>	<b>S - Steam</b>	<b>H - Hydraulic</b>	<b>G - Gravity</b>	<b>M - Mechanical</b>	<b>PR – Pressure</b>
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**Note: The Electrically Safe Work Procedure must be attached to the JHA or Safety Briefing, Hazardous Work Permit, or Confined Space Entry Permit when a lockout/tagout is required.**