CHECKLIST

Qualified Electrical Worker
Program Readiness

Can you demonstrate your employees are trained, assessed, and qualified for the electrical work they perform?

Identifying a worker as a qualified electrical worker requires more than assigning a title or documenting course completion. Employers must be able to show that workers have the knowledge and demonstrated skills needed to perform their assigned electrical tasks safely. Qualification should reflect the equipment involved, the voltage levels encountered, and the hazards associated with the work.

Use this checklist to evaluate how your organization identifies electrical work, designates qualified workers, delivers task-specific training, validates skills, and maintains evidence of qualification.

OSHA requires qualified persons working on or near exposed energized parts to be trained to distinguish exposed live parts, determine nominal voltage, and understand applicable clearance distances. OSHA also permits classroom or on-the-job training or a combination of both, with the degree of training based on employee risk. The training must establish proficiency in the required work practices.

This checklist is a starting point and not a substitute for a site-specific assessment of applicable OSHA requirements. Program requirements should reflect your operations, equipment, voltage levels, and employee job tasks.

CHECKLIST ITEM	Yes	No	Needs review	Evidence or action needed	Don't know
1. Defining electrical work and qualification requirements					
Have you identified the electrical tasks performed at each facility?	☐	☐	☐	☐	☐
Have you documented the equipment employees work on or near?	☐	☐	☐	☐	☐
Have you identified the nominal voltage associated with each task?	☐	☐	☐	☐	☐
Have you distinguished tasks that may be performed by qualified workers from those that may be performed by unqualified workers?	☐	☐	☐	☐	☐

CHECKLIST ITEM	Yes	No	Needs review	Evidence or action needed	Don't know
Do job descriptions identify positions subject to applicable electrical safety requirements?	☐	☐	☐	☐	☐
Have you defined what "qualified" means for each electrical task or group of related tasks?	☐	☐	☐	☐	☐
Are workers designated as qualified only for the tasks, equipment, and voltage ranges for which they have demonstrated competency?	☐	☐	☐	☐	☐
Can supervisors determine which employees are qualified for a specific task?	☐	☐	☐	☐	☐
Have contractors and temporary workers been included in the qualification process where applicable?	☐	☐	☐	☐	☐
Are changes in equipment, job assignments or work methods evaluated to determine whether qualification requirements must be updated?	☐	☐	☐	☐	☐

2. Electrical safety policies and work practices

Do written electrical safety policies define the responsibilities of qualified and unqualified workers?	☐	☐	☐	☐	☐
Do policies require exposed live parts be deenergized before employees work on or near them unless an applicable regulatory exception permits work?	☐	☐	☐	☐	☐
Does the organization require documented justification for energized work based on applicable exceptions, such as additional hazards or infeasibility, and require appropriate protective measures?	☐	☐	☐	☐	☐
Are electrical lockout/tagout procedures documented and specific to the equipment or system?	☐	☐	☐	☐	☐
Is there a process for verifying deenergization before work begins?	☐	☐	☐	☐	☐
Do procedures address stored electrical energy?	☐	☐	☐	☐	☐
Are job briefings required before covered electrical work?	☐	☐	☐	☐	☐
Are approach boundaries or clearance requirements incorporated into work planning?	☐	☐	☐	☐	☐

CHECKLIST ITEM	Yes	No	Needs review	Evidence or action needed	Don't know
Are requirements for barricades, attendants, signs, and other protective measures documented?	☐	☐	☐	☐	☐
Do procedures address the selection, inspection and use of insulated tools and test equipment?	☐	☐	☐	☐	☐
Are energized work approval or permit requirements clearly defined where applicable?	☐	☐	☐	☐	☐
Are employees expected to stop work when actual conditions differ from the job plan?	☐	☐	☐	☐	☐

> OSHA states that exposed live parts generally must be deenergized before work unless deenergizing creates additional hazards or is infeasible because of equipment design or operational limitations. If energized work is necessary, work practices must protect employees from direct and indirect contact and must be appropriate for the conditions and voltage involved.

3. Training and demonstrated competency

Is the QEW training program based on employees' actual job tasks?	☐	☐	☐	☐	☐
Does training address the equipment and voltage levels employees may encounter?	☐	☐	☐	☐	☐
Does the program include both qualified workers and applicable unqualified workers?	☐	☐	☐	☐	☐
Are employees trained to identify exposed live parts?	☐	☐	☐	☐	☐
Can employees determine the nominal voltage of exposed energized parts?	☐	☐	☐	☐	☐
Do employees understand the applicable clearance distances?	☐	☐	☐	☐	☐
Has each qualified worker demonstrated the skills needed to perform the specific electrical tasks assigned to them?	☐	☐	☐	☐	☐
Does training address shock, arc flash, and other electrical hazards associated with assigned work?	☐	☐	☐	☐	☐
Do employees understand when equipment must be placed in an electrically safe work condition?	☐	☐	☐	☐	☐
Does training cover applicable lockout/tagout procedures?	☐	☐	☐	☐	☐

CHECKLIST ITEM	Yes	No	Needs review	Evidence or action needed	Don't know
Does training address PPE, insulated tools, test instruments, and protective equipment?	☐	☐	☐	☐	☐
Is knowledge verified through an assessment?	☐	☐	☐	☐	☐
Are practical skills validated through a documented performance demonstration?	☐	☐	☐	☐	☐
Is competency assessed using the conditions, equipment or realistic simulations associated with the employee's work?	☐	☐	☐	☐	☐
Does the evaluator have the knowledge and experience needed to assess the task?	☐	☐	☐	☐	☐
Are gaps identified during assessments addressed before the employee performs the work independently?	☐	☐	☐	☐	☐
Is additional training provided following incidents, unsafe observations, equipment changes, or task changes?	☐	☐	☐	☐	☐

4. Qualification records and ongoing verification

Is there a current list or matrix of qualified workers?	☐	☐	☐	☐	☐
Does each worker's record identify the tasks for which they are qualified?	☐	☐	☐	☐	☐
Do records identify applicable equipment, systems, or voltage ranges?	☐	☐	☐	☐	☐
Are training completion records maintained?	☐	☐	☐	☐	☐
Are knowledge assessment results documented?	☐	☐	☐	☐	☐
Are practical skill demonstrations documented?	☐	☐	☐	☐	☐
Do records identify the evaluator and date of the assessment?	☐	☐	☐	☐	☐
Can qualification records be retrieved quickly?	☐	☐	☐	☐	☐
Are qualification limitations clearly documented?	☐	☐	☐	☐	☐

CHECKLIST ITEM	Yes	No	Needs review	Evidence or action needed	Don't know
Is worker qualification reviewed when job duties or equipment change?	☐	☐	☐	☐	☐
Are higher-risk tasks periodically reevaluated?	☐	☐	☐	☐	☐
Are unsafe observations, near misses, and incidents reviewed to determine whether retraining or reassessment is needed?	☐	☐	☐	☐	☐
Are expired or incomplete requirements visible to supervisors?	☐	☐	☐	☐	☐
Is there a process for suspending or limiting qualification when competency cannot be demonstrated?	☐	☐	☐	☐	☐
Does the organization audit whether actual field assignments match documented worker qualifications?	☐	☐	☐	☐	☐
Are electrical safety program, fieldwork, and lockout/tagout audits conducted at the intervals required by the applicable edition of NFPA 70E?	☐	☐	☐	☐	☐

Evidence to document:

- Job task analysis
- Worker qualification matrix
- Training records
- Knowledge assessments
- Performance demonstration records
- Evaluator signoff
- Retraining records
- Electrical safety audit findings

5. Field implementation and supervisor reinforcement

Do supervisors verify worker qualification before assigning electrical tasks?	☐	☐	☐	☐	☐
Can supervisors identify which electrical tasks require a qualified worker?	☐	☐	☐	☐	☐
Do qualified workers understand the limits of their qualification?	☐	☐	☐	☐	☐
Are applicable unqualified workers trained to recognize electrical hazards and restricted tasks?	☐	☐	☐	☐	☐
Do workers use required PPE, tools, and protective equipment in the field?	☐	☐	☐	☐	☐

CHECKLIST ITEM	Yes	No	Needs review	Evidence or action needed	Don't know
Are job briefings conducted before electrical work begins?	☐	☐	☐	☐	☐
Are barriers, signs, and protective measures used as required?	☐	☐	☐	☐	☐
Do workers follow equipment-specific energy control procedures?	☐	☐	☐	☐	☐
Is absence of voltage verified using an appropriately rated test instrument as part of establishing an electrically safe work condition before employees begin work that requires deenergization?	☐	☐	☐	☐	☐
Are employees encouraged to stop work when conditions change or controls are inadequate?	☐	☐	☐	☐	☐
Are unsafe electrical work practices corrected promptly?	☐	☐	☐	☐	☐
Do supervisors initiate retraining or reassessment when performance gaps are observed?	☐	☐	☐	☐	☐
Are lessons from electrical incidents and near misses incorporated into the program?	☐	☐	☐	☐	☐
Can workers explain why they are qualified for the work they are performing?	☐	☐	☐	☐	☐

If OSHA reviewed your QEW program today

Could you identify every employee designated as qualified?	☐	☐	☐	☐	☐
Could you show the specific tasks, equipment, and voltage levels for which each employee is qualified?	☐	☐	☐	☐	☐
Could each worker explain the hazards and work practices associated with the assigned task?	☐	☐	☐	☐	☐
Could each worker demonstrate the required skills?	☐	☐	☐	☐	☐
Could you provide training, assessment, and performance-demonstration records?	☐	☐	☐	☐	☐
Could supervisors explain how qualification is verified before work is assigned?	☐	☐	☐	☐	☐
Could you demonstrate that applicable unqualified workers understand their limitations?	☐	☐	☐	☐	☐

CHECKLIST ITEM	Yes	No	Needs review	Evidence or action needed	Don't know
Could you show how the program is updated following equipment changes, task changes, incidents, or observed performance gaps?	☐	☐	☐	☐	☐
Would field practices match the organization's written electrical safety procedures?	☐	☐	☐	☐	☐
For every electrical task, can you show why the assigned employee is qualified to perform that task, on that equipment, at that voltage and using the required controls?	☐	☐	☐	☐	☐