TOOLBOX TALK AWARENESS PACKAGES

HAZ-ELE · Electrical Safety Awareness

Product Overview

Audience: All workers · Duration: 20–30 minutes

Version 1.0 · 8 November 2026

For workers who use electrical equipment or work near powerlines: how electricity injures, the checks before use, and what to do if someone is shocked.

Electricity can kill through electric shock, and injure through burns, arc flash, fires and falls after a shock. Many incidents involve ordinary equipment: damaged leads, wet conditions, overloaded power boards, or contact with overhead or underground powerlines.

This talk covers inspecting equipment before use, residual current devices, working near overhead and underground services, why electrical work is only done by licensed electricians, and how to respond safely when someone has been shocked.

Learning outcomes

By the end of the session participants will be able to:

- Explain how electricity causes harm: shock, burns, arc flash, fire and secondary injuries
- Inspect electrical equipment, leads and plugs before use, and remove damaged equipment from service
- Explain what residual current devices (safety switches) do, and why they are used
- Keep the distances your state sets from overhead powerlines, and get underground service locations before digging
- Explain that electrical work must only be done by a licensed electrician
- Respond to someone who has been shocked: do not touch them, isolate the power if safe, call triple zero (000) and start first aid

What it covers

Module	Covers
How electricity harms	Shock, burns and arc flash; Wet conditions and damaged equipment; Overloading and fires
Safe use	Checks before use; Residual current devices; Inspection and testing of equipment; Tagging out faulty equipment
Powerlines and services	Overhead powerlines and approach distances; Underground services before digging; Plant and long objects near lines
If someone is shocked	Do not touch; Isolate and call 000; First aid and reporting

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-ELE Electrical Safety Awareness v1.0 · The full package contains the complete materials.

Activities

- Lead check: workers inspect a set of leads and tools (or photos) and decide which may be used
- Near the lines: a scenario of a truck tipping near an overhead line, and the safe response

What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic
- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Does this allow workers to do electrical work? No. Electrical work must be done by a licensed electrician. This talk covers safe use of electrical equipment and working near electrical hazards.

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

Version 1.0 · 8 November 2026 · Orana Skills Centre. *© 2026 Orana Skills Centre. All rights reserved.*

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-ELE Electrical Safety Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK

Electrical Safety Awareness

How electricity injures, the checks before use, and what to do if someone is shocked

20–30 minutes · All workers

[Company name] · [Date] · [Facilitator name]

ELE

SAMPLE · HAZ-ELE Electrical Safety Awareness v1.0 · The full package contains the complete materials.

What this talk is, and is not

This talk covers

- ✔ How electricity causes harm
- ✔ Checking equipment before use; safety switches
- ✔ Overhead powerlines and underground services
- ✔ What to do if someone is shocked

This talk is not

- ✕ Electrical work, repairs or a licence
- ✕ Test and tag training
- ✕ Training to work near live parts or lines
- ✕ Our procedure: **[Your electrical safety procedure]**

Awareness only. Electrical work, including repairing plugs, leads and equipment, is done only by a licensed electrician.

SAMPLE · HAZ-ELE Electrical Safety Awareness v1.0 · The full package contains the complete materials.

How electricity harms

THROUGH THE BODY

Shock

Current through the body can stop the heart or breathing, and cause internal burns that are not visible.

HEAT AND BLAST

Burns and arc flash

An arc flash can cause severe burns and eye damage in an instant, even to people not touching anything.

OVERHEATING

Fire

Overloaded boards, damaged leads and faulty equipment overheat and start fires.

AFTER THE SHOCK

Secondary injuries

A shock can throw you or make you fall from a ladder or platform.

A shock that seems minor can still cause harm. Always report it.

SAMPLE · HAZ-ELE Electrical Safety Awareness v1.0 · The full package contains the complete materials.

Where it goes wrong

Many electrical incidents at work involve ordinary equipment and ordinary jobs.

- Damaged leads, plugs and tools, often taped up and kept in use
- Wet conditions: rain, wash-down areas, wet hands
- Overloaded power boards and boards plugged into boards
- Plant, ladders or long objects touching overhead powerlines
- Digging into an underground cable

A composite example

- A worker on a wet site uses an extension lead with a cut sheath, wrapped in tape. It is plugged into a board with no safety switch.
- He kneels in a puddle to move it and is badly shocked.

Damaged, wet or overloaded: stop.

SAMPLE · HAZ-ELE Electrical Safety Awareness v1.0 · The full package contains the complete materials.

Duties under WHS or OHS laws

The business must

- Manage electrical risks, and keep equipment safe
- Use safety switches, and have equipment tested where required
- Have electrical work done only by licensed electricians
- Manage work near powerlines and underground services

You must

- Check equipment before use, and stop using it if it is damaged
- Never repair, open or modify electrical equipment yourself
- Keep out of the no go zone of overhead lines
- Report shocks, damage and faults

Electrical licensing and test and tag rules are set by each state and territory, and differ. Victoria's OHS laws take a different form.

SAMPLE · HAZ-ELE Electrical Safety Awareness v1.0 · The full package contains the complete materials.

TOOLBOX TALK · HAZ-ELE

Electrical Safety Awareness

Participant handout · keep this

Electricity can kill through shock, and injure through burns, arc flash, fire and falls. Keep this page.

Lead check, every time

- ☐ Test tag in date: **[How test tags work here]**
- ☐ Plug: no cracks, burn marks, or bent or loose pins
- ☐ Cord: outer sheath whole; no cuts, crush damage or inner wires showing
- ☐ Sheath held firmly where it enters the plug, socket and tool
- ☐ No tape, joins or home-made repairs
- ☐ Tool casing undamaged; switch and guards work
- ☐ Power board not overloaded; no double adaptors or boards plugged into boards
- ☐ Plugged into a safety switch (RCD) that has been tested
- ☐ Dry, and kept out of water; routed away from traffic and sharp edges
- ☐ Fails? Tag it out of service, take it out of use and report it

If someone is shocked

- ■ Do not touch them
- ■ Switch off the power, if it is safe
- ■ Call triple zero (000): **[How to call for help here]**
- ■ First aid: CPR and a defibrillator if needed
- ■ A doctor's check for every shock; report it

Duties

- ■ The business keeps equipment safe, uses safety switches and has testing done
- ■ You check before use, never fix equipment yourself, and report damage and shocks
- ■ Electrical work is only for a licensed electrician

Stop and report when

- ■ Equipment is damaged, wet or out of date
- ■ There is no safety switch
- ■ Plant would come near a powerline
- ■ Report to: **[Who to report to here]**

Powerlines and services

- ■ Treat every overhead line as live
- ■ No go zone here: **[Our no go zone distance]**
- ■ A spotter for plant near lines
- ■ Get service plans before you dig; locate on site

Check it, keep your distance, and never touch a person who is being shocked.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It does not allow you to do electrical work, test and tag equipment, or work near live parts or inside a powerline no go zone.

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · HAZ-ELE Electrical Safety Awareness v1.0 · The full package contains the complete materials.