**Appendix B**

**Risk Assessment for Modified/Lab-Made Electrical Equipment –**

**Qualified Person Approval Form**

Principal Investigator Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lab Location (building & room):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Equipment name/description that this person is qualified to conduct a risk assessment for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The person/s responsible for verifying that the risk assessment (Appendix A) is accurate must be qualified to do so. For a person to be deemed qualified the following must be true:

1) Complete training as indicated below (this is necessary to be able to recognize and eliminate/control electrical hazards);

2) Be familiar with the construction and operation of equipment.

*Other PSU personnel can assist the Qualified Person in completing the hazard assessment. These types of personnel may include, but are not limited to: Department Safety Officers, subject matter experts, lab technicians, Research Assistants, Unit Safety Officers, PI’s, EHS.*

|  |
| --- |
| **Training** |
| REQUIRED: NFPA 70E / Energized Electrical Safety Training (Part 1 of 2) – Online course. Accessed through EHS Training Website. Required every 3 years.  REQUIRED: NFPA 70E / Energized Electrical Safety Training (Part 2 of 2) – Classroom course. Accessed by contacting your EHS Commonwealth Campus Safety Representative / University Park work unit Safety Officer. Required every 3 years.  Lockout Tagout (LOTO) Training. Classroom course. Required if conducting servicing/maintenance of the equipment. Accessed by contacting your EHS Commonwealth Campus Safety Representative / University Park work unit Safety Officer. Initial training only, no retraining required. However, an annual evaluation is required (see Appendix E: <https://ehs.psu.edu/lockout-tagout/forms>).  List any other relevant electrical training / licenses / certificates / knowledge that this person has completed/obtained or is closely related to electrical work / equipment operation.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Note: Completion of the above training does not permit lab personnel to service/work on PSU building electrical systems (i.e. panelboards, disconnect switches/knife switches)* |
| By signing this you acknowledge that the person designated to complete the risk assessment is a Qualified Person meeting the above requirements.  **Principal Investigator’s Signature: Date:** |
| **Qualified Person’s Signature: Date:** |
| **PSU Personnel assigned to assist the Qualified Person (Signature): Date:** |