

Utility Pole Transformer Installation Safety Checklist

Site / Project	_____	Address	_____
Inspector name	_____	Company	_____
Date	_____	Time	_____

Documentation aid only. Adapt this resource to the site, manufacturer instructions, and applicable local requirements. It does not replace a competent person, professional judgment, legal advice, or a required statutory form.

Inspection checklist

Pre-Climb Pole Inspection & Preparation

☐ Perform pole sounding test around the base of the pole to identify decay or weakness. Document results.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Visually inspect the pole for cracks, splits, woodpecker damage, or other signs of deterioration above and below the climbing area.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Verify bucket truck grounding using a grounding clamp connected to a driven ground rod. Test ground resistance (target <25 ohms).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Assess the existing load on the pole and ensure it can safely support the additional weight of the transformer and personnel. Consult engineering if unsure.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Identify and address any foreign attachments (e.g., unauthorized communication lines) that could interfere with the installation.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Establish a clear work zone around the pole using barricades, cones, and warning signs to protect the public.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Evaluate weather conditions (wind, rain, lightning) and postpone work if conditions are unsafe. Follow company policy on weather-related work stoppages.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Confirm a clear communication plan is in place between all crew members, including hand signals and radio protocols.	☐ Pass	☐ Fail	☐ N/A	Notes: _____

☐	Verify the integrity of the fall arrest anchor point on the pole before commencing work. Ensure it meets load requirements.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Inspect the pole ground sleeve for corrosion and proper connection to the grounding system.	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Personal Protective Equipment (PPE)

☐	Inspect rubber insulating gloves for damage (cuts, punctures, air leaks) before each use. Perform air test. Ensure proper voltage rating.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Wear leather glove protectors over rubber insulating gloves to prevent physical damage.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Inspect lineman's belt and safety strap for cuts, abrasions, or defects. Ensure proper fit and functionality.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Verify hard hat is in good condition (no cracks, dents) and meets ANSI Z89.1 standards. Chin strap must be used.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Wear safety glasses or face shield to protect eyes from debris and arc flash hazards.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Wear flame-resistant (FR) clothing that meets NFPA 70E requirements. Ensure proper arc rating.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Wear EH-rated (Electrical Hazard) insulating boots with proper ankle support.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Avoid wearing loose clothing or jewelry that could snag on equipment or conduct electricity.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Inspect hot sticks for cleanliness, cracks, and proper dielectric strength before each use. Verify voltage rating.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Inspect insulating blankets and line hose for damage and cleanliness. Ensure proper voltage rating.	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Transformer Handling & PCB Awareness

☐	Verify the transformer is properly labeled for PCB content. If PCB-containing, follow specific handling procedures.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Ensure spill containment materials (absorbent pads, booms) are readily available in case of transformer oil leaks.	☐ Pass	☐ Fail	☐ N/A	Notes: _____

☐	Inspect lifting equipment (slings, chains, hoists) for damage and proper load rating before lifting the transformer.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Develop a detailed lifting plan that considers the weight of the transformer, lifting angles, and potential obstructions.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Ensure a qualified rigger supervises the transformer lifting operation.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Visually inspect the transformer for any signs of damage (leaks, cracks) before installation.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Confirm proper disposal procedures are in place for any PCB-contaminated materials (rags, soil).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Verify all personnel involved in the installation have received adequate training on PCB hazards and handling procedures.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Ensure the transformer is securely mounted to the pole using appropriate hardware and brackets.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Inspect all hardware (bolts, nuts, washers) for proper size, material, and condition before use.	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Electrical Safety & Hot Work Practices

☐	Verify the primary conductors are de-energized and properly grounded before commencing work. Use a voltage tester to confirm.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Use insulating cover-up (blankets, line hose) on adjacent energized conductors to prevent accidental contact.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Maintain the required minimum approach distance from energized conductors based on voltage level. Consult the MAD chart.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Use proper hot stick techniques when working on or near energized conductors. Ensure smooth, controlled movements.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Follow established grounding procedures to protect against accidental energization. Use properly sized grounding cables and clamps.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Conduct an arc flash hazard assessment to determine the required PPE and safe work practices.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Verify the secondary voltage of the transformer is within the specified range after installation.	☐ Pass	☐ Fail	☐ N/A	Notes: _____

☐	Ensure the neutral conductor is properly grounded at the transformer and at the service entrance.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Verify correct phase rotation before energizing the transformer to prevent equipment damage.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Balance the load across the phases to prevent overloading the transformer.	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Documentation & Communication

☐	Conduct a thorough job briefing with all crew members before starting work. Discuss hazards, procedures, and emergency plans.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Verify all required permits and approvals are obtained before commencing work.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Record the transformer nameplate data (serial number, kVA rating, voltage) for future reference.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Document the results of the pole inspection, including any defects found and corrective actions taken.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Record the grounding resistance measurements for the bucket truck and transformer grounding systems.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Maintain a record of all PCB-containing materials handled and disposed of, including quantities and disposal methods.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Ensure all incidents and near misses are reported and investigated according to company policy.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Maintain regular communication with dispatch to report progress and any changes in conditions.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Notify affected customers of any planned outages or service interruptions.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Conduct a post-installation inspection to verify all connections are secure and the transformer is operating properly.	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Findings

#	Item	Location	Severity	Action required
1				
2				
3				
4				
5				
6				
7				
8				

Signature

Inspector signature _____

Name _____

Date _____