



Electrical Safety Checklist

Always follow the manufacturer’s recommendations for safe use. Wear safety glasses or goggles and snug fitting clothing when operating tools. Safety glasses and a face shield may be required when the tool has the capability to throw particles.

Location/Department: _____ Date of Inspection: _____ Inspectors: _____
 Corrective Actions: _____
 Work order/memos were issued: ___ Yes ___ No Date issued: _____

The following safety and health checklist is based on the MIOSHA regulatory standards. It may not include all conditions, as it is intended to be used only as a guide.

Topic Description	Yes	No	N/A	Comments
Do you specify compliance with OSHA for all contract electrical work for your area?				
Are all employees required to report any obvious hazard to life or property observed in connection with electrical equipment or lines?				
Are employees instructed to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting work on electrical equipment or lines?				
When electrical equipment or lines are to be serviced, maintained, or adjusted, are necessary switches opened, locked-out, and tagged in accordance with regulatory requirements?				
Are portable electrical tools and equipment grounded or double insulated?				
Are electrical appliances such as vacuum cleaners, polishers, vending machines, etc., grounded?				
Do extension cords being used have a grounding conductor?				
Are multiple plug adapters prohibited in your work area?				



	Yes	No	N/A	Comments
Do you have electrical installations in hazardous dust or vapor areas? If so, do they meet the National Electrical Code (NEC) for hazardous locations?				
Are exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?				
Are flexible cords and cables free of splices or repairs?				
Are clamps or other means for securing provided on flexible cords or cables at plugs, receptacles, tools, equipment, etc., and is the cord jacket securely held in place?				
Are cord, cable and raceway connections intact and secure?				
In wet or damp locations, are electrical tools and equipment appropriate for the use or location, or otherwise protected?				
Is the location of electrical power lines and cables (overhead, underground, under floor, other side of walls, etc.) determined before digging, drilling or similar work is started?				
Topic Description				
Are metal ladders, measuring tapes, ropes, hand lines, or similar devices with metal in the make-up prohibited where they could come in contact with energized parts of equipment, fixtures or circuit conductors?				
Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?				
Are disconnecting means opened before fuses are replaced?				
Do interior wiring systems include provisions for grounding metal parts of electrical raceways, equipment and enclosures?				
Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures?				



	Yes	No	N/A	Comments
Is sufficient access and working space provided and maintained around all electrical equipment to permit ready and safe operations and maintenance?				
Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates?				
Are electrical enclosures such as switches, receptacles, junction boxes, etc., provided with tight-fitting covers or plates?				
Is each disconnecting switch or circuit breaker located within sight of the control device or motor-powered machines/equipment?				
Is the controller for each motor in excess of two horsepower, rated in horsepower equal to or in excess of the rating of the motor it serves?				
Are employees who regularly work on or around energized electrical equipment or lines instructed in the cardio-pulmonary resuscitation (CPR) methods?				
Are employees prohibited from working alone on energized lines or equipment over 600 volts?				
Has a Hazard Assessment been done to identify:				
Electrical hazards in your workplace? "Qualified" workers and their training needs? "Unqualified" workers and their training needs?				
Which equipment does and does not require de-energization?				
Added safety steps to use with equipment that isn't locked out?				



	Yes	No	N/A	Comments
Personal protective equipment determined for live electrical?				
Have employees been trained on: The hazards of working around electrical circuits and equipment?				
Which activities/areas are restricted to qualified employees?				
The meanings of signs, tags, barricade warnings of electrical hazards?				
Basic electrical safety (e.g., matching plugs and receptacles)?				
Lockout/tagout procedures and workers' roles/restrictions in them?				
Confined space procedures and workers' roles/restrictions in them?				
Safe work practices around electrical equipment, such as:				
Use and selection of personal protective equipment?				
Use of insulated/nonconductive tools?				
Use and care of electrical tools and equipment?				
Protection from energized parts by barriers, shields, insulation?				
Inspection of portable electrical tools before use?				
Removal of damaged/defective tools and cords from service?				
Exclusive use of approved electric tools/equipment in conductive areas?				



	Yes	No	N/A	Comments
Removal of conductive clothing, jewelry, or cleaning products near energized parts?				
Reduction of hazards in flammable liquid area before using electrical equipment?				
First-aid/emergency procedures in case of electrical shock, burns, fire?				
Have appropriate personnel been instructed on: Specific steps to disconnect energy and release stored energy?				
How to lockout and/or tagout de-energized equipment?				
How to test equipment to be sure it can't be restarted?				
How to test equipment to be sure it's accurate?				
How to follow specific steps for re-energizing equipment?				
How to use proper lighting and protection when reaching into areas or entering confined spaces that may have energized parts?				
That authorized personnel are to de-energize overhead lines before starting work?				
Use of nonconductive tools or insulation for work involving overhead lines?				
Required safe distances for workers and vehicles from overhead lines?				
Protection of workers on ground near elevated vehicles?				