

# Self-Inspection *Electrical Safety Checklist*

Date Inspected \_\_\_\_\_ Date Completed \_\_\_\_\_

Checklist	Needs to be Addressed	Completed	Not Applicable
Do you <b>specify compliance</b> with OSHA for all contract electrical work?			
Are all <b>employees required to report</b> as soon as practicable <b>any obvious hazard</b> to life or property observed in connection with electrical equipment, exposed wire, or energized lines?			
Are <b>employees instructed to make preliminary inspections</b> and/or <b>appropriate tests</b> to determine what conditions exist <b>before starting work</b> on electrical equipment or lines?			
When electrical equipment or lines are to be serviced, maintained or adjusted, are <b>necessary switches opened, locked-out tagged-out</b> whenever possible?			
Are portable electrical tools and equipment <b>grounded or</b> of the <b>double insulated type</b> ?			
Are <b>electrical appliances</b> such as vacuum cleaners, polishers, and vending machines <b>grounded</b> ?			
Do <b>extension cords</b> being used <b>have an equipment grounding conductor</b> ?			
Are <b>multiple plug adaptors prohibited</b> ?			
Are <b>ground-fault circuit interrupters</b> installed on each temporary 15 or 20 ampere, 120 volt AC circuit at locations where construction, demolition, modifications, alterations or excavations are being performed?			
Are all <b>temporary circuits protected</b> by suitable disconnecting switches or plug connectors at the J Box with permanent wiring?			
Do you have electrical installations in the hazardous dust or vapor areas? If so, do they <b>meet the NEC National Electrical Code</b> for hazardous locations?			
Is <b>exposed wiring and</b> cords with frayed or deteriorated insulation <b>repaired or replaced promptly</b> ?			
Are flexible cords and cables <b>free of splices or taps</b> ?			
Are <b>clamps or other securing means provided</b> on flexible cords or cables at plugs, receptacles, tools, equipment, etc.?			
Is the <b>cord jacket securely held in place</b> ?			
Are all cord, cable and raceway <b>connections intact and secure</b> ?			
In wet or damp locations, <b>are electrical tools and equipment appropriate</b> for the use or location <b>or otherwise protected</b> ?			
Is the <b>location of electrical power</b> lines and cables (overhead, underground, under-floor, other side of walls) <b>determined before digging, drilling or similar work is begun</b> ?			
Are metal measuring tapes, ropes, handlines or similar <b>devices with metallic thread woven into the fabric prohibited where they could come in contact with energized parts of equipment or circuit conductors</b> ?			
Is the use of <b>metal ladders prohibited</b> in areas <b>where the ladder or the person using the ladder could come into accidental contact with energized electrical equipment, fixtures or circuit conductors</b> ?			

Are all <b>disconnecting switches and circuit breakers</b> labeled to indicate their use or equipment served?			
Are <b>disconnecting means</b> always <b>opened before fuses</b> are replaced?			
Do all interior wiring systems include <b>provisions for grounding metal parts</b> of electrical raceways, equipment and enclosures?			
Are all electrical <b>raceways</b> and <b>enclosures</b> <b>securely fastened in place</b> ?			
Are all <b>energized parts</b> of electrical circuits and equipment <b>guarded against accidental contact</b> by approved cabinets or enclosures?			
Is <b>sufficient access and working space</b> provided and maintained about all electrical equipment to permit ready and safe operations and maintenance?			
Are all <b>unused openings</b> (including conduit knock-outs) in electrical enclosures and fittings <b>closed</b> with appropriate covers, plugs or plates?			
Is each electrical <b>enclosure</b> such as a <b>switch, receptacle, or a J Box</b> (junction box), <b>provided with a tight-fitting cover or plate</b> ?			
Are <b>disconnecting switches</b> for electrical motors in excess of two horsepower, <b>capable of opening the circuit when the motor is in a stalled condition</b> , without exploding? (Switches must be horsepower rated equal to or in excess of the motor hp rating.)			
Is <b>low voltage protection</b> provided in the control device of motors driving machines or equipment which could cause electrical hazards in the workplace from electrical shock because of inadvertent starting?			
Is each <b>motor disconnecting switch</b> or circuit breaker <b>located within sight</b> of the motor control device?			
Is each <b>motor</b> located <b>within sight of its controller</b> or the controller <b>disconnecting means capable of being locked in the open position or is a separate disconnecting means</b> installed in the circuit within sight of the motor?			
Is the <b>controller</b> for each motor in excess of two horsepower, <b>rated in horsepower equal to or in excess of the rating of the motor it serves</b> ?			
Are <b>employees</b> who regularly work on or around energized electrical equipment or lines <b>instructed in the cardiopulmonary resuscitation (CPR)</b> methods?			
Are <b>employees prohibited from working alone on energized lines or equipment</b> over 600 volts?			

*This Workplace Safety Law on OSHA Electricity checklist is NOT all-inclusive. You should add to them or skip parts that are not applicable to your company. Carefully consider each item, and refer to OSHA standards and the NEC National Electrical Code for complete and specific guidelines that may apply to your work environment. This list is typical for general industry, not construction or maritime. Please contact NATIONAL SAFETY COMPLIANCE for any training or safety supplies you may need.*