

ELECTRICAL SAFETY CHECKLIST

NAME: _____

LOCATION: _____

DATE: _____

YES NO

INSTALLATION, HOUSEKEEPING, MAINTENANCE

___ ___ 1. Are switches, outlets and junction boxes of sufficient size to provide space for conductors?

___ ___ 2. Are gaps at box or fitting edges no greater than 1/8"?

___ ___ 3. Is electrical equipment clean?

___ ___ 4. Are panel boards and switches provided with enough working space and access?

___ ___ 5. Are working spaces around switchboard and service equipment well lighted?

___ ___ 6. Is electrical equipment free of hazards (ie. broken wires, plugs)?

___ ___ 7. Are attachment plugs and connections of 15 & 20 amp a dead front construction?

___ ___ 8. Do you enclose and isolate the electrical equipment parts that easily produce sparks from combustible and flammable materials?

___ ___ 9. Are panel boards, switches, etc. properly covered or isolated?

___ ___ 10. Are service, feeder and branch circuits legibly marked to indicate their purpose?

___ ___ 11. Is electric equipment marked with the manufacturers name or trademark?

___ ___ 12. To prevent entry by unauthorized person, are doors to vaults, equipment rooms kept locked at all times?

___ ___ 13. Is electric equipment operating at 50 volts or more properly guarded?

___ ___ 14. Are all conductors joined or spliced with devices suitable for use?

OVERCURRENT DEVICES

- ___ ___ 1. Are overcurrent devices accessible?
- ___ ___ 2. Are circuit breakers and fuses shielded to avoid injury?

GROUNDING

- ___ ___ 1. Are circuits, equipment, and enclosure paths to the ground permanent and continuous?
- ___ ___ 2. Are exposed, noncurrent carrying metal parts of fixed equipment which may become energized, grounded?
- ___ ___ 3. Are cable, joints, conduit, etc in proper grounding, and free from rust and corrosion?
- ___ ___ 4. In connecting grounding conductors and bonding jumpers, do you use an exothermic welding or any listed means?

PORTABLE TOOLS

- ___ ___ 1. Are portable tools properly grounded?
- ___ ___ 2. Is the use of attachment plug suitable for its condition and location?
- ___ ___ 3. Are grounded prongs present?
- ___ ___ 4. Are cords in good condition?
- ___ ___ 5. Do you use a green-colored rigid ear, lug, or similar device for grounding adapters?

TEMPORARY WIRING

- ___ ___ 1. Is the use of temporary wiring under 90 days, and used only during maintenance or for experimental use?
- ___ ___ 2. On all temporary wiring for 15 and 20 ampere 125 volt single phase receptacles, is GFCI being used?

FLEXIBLE CORDS

- ___ ___ 1. Do you refrain from using flexible cords as a substitute for fixed wiring?
- ___ ___ 2. Do you refrain from running any flexible cords through a wall, floor or similar opening?
- ___ ___ 3. Do you ensure that there are no flexible cords attached to a building surface?
- ___ ___ 4. Do you use flexible cords in continuous lengths without splice or tap?
- ___ ___ 5. Do you ensure that no recognized hazards are present in flexible cords?
- ___ ___ 6. Is the strain relief, present for the use of flexible cords, attached to plugs?
- ___ ___ 7. Are portable headlamps guarded and equipped with insulating material?

BOXES, ENCLOSURES and WIRING METHODS

- ___ ___ 1. Are boxes and enclosures securely fastened?
- ___ ___ 2. Are cable and conduit securely supported?
- ___ ___ 3. Are conduit, cable, boxes and enclosures free of hazards?

LIGHTING FIXTURES

- ___ ___ 1. Are overhead lights secured?
- ___ ___ 2. Are lightings mounted away from combustible materials?

APPLIANCES

- ___ ___ 1. Do you ensure that combustible materials are away from electrically heated appliances?

HAZARDOUS LOCATIONS

- ___ ___ 1. Do you ensure that only electrical equipments designed for hazardous area are used in such locations?