

ELECTRICAL SAFETY CHECKLIST

Completed By: _____ Date: _____

Create a list of the top items that your facility most needs to improve and/or programs implemented when checklist is complete.

WHAT TO LOOK FOR

YES / NO

1. Does your facility work on 50V or more?

Yes No
 Maybe

Comments: _____

2. Does your facility have all breakers and switches been marked for what it goes to?

Yes No
 Maybe

Comments: _____

3. Does your facility provide Lockout / Tagout (LOTO) training for everyone and stress its use?

Yes No
 Maybe

Comments: _____

4. Does your facility provide GFI protection for extension cords and electric portable tools?

Yes No
 Maybe

Comments: _____

5. Does your facility provide flame retardant (FR) clothing to qualified personnel?

Yes No
 Maybe

Comments: _____

6. Does your facility inspect electrical cords on portable tools and extension cords prior to each use?

Yes No
 Maybe

Comments: _____

7. Does your facility have a procedure for taking damaged cords out of service for repairs prior to use?

Yes No
 Maybe

Comments: _____

8. Does your facility have all panels / electrical cabinets marked with correct voltage?

Yes No
 Maybe

Comments: _____

9. Does your facility provide Electrical Hazard Awareness Training for everyone?

Yes No
 Maybe

Comments: _____

10. Does your facility reset breakers with qualified personnel?

Yes No
 Maybe

Comments: _____

11. Does your facility have a secure electrical room or vault?

Yes No
 Maybe

Comments: _____

ELECTRICAL SAFETY CHECKLIST

WHAT TO LOOK FOR

YES / NO

12. Does your facility use dielectric tested gloves when working on / near live electrical parts?

Yes **No**
 Maybe

Comments: _____

13. Does your facility use insulated tools when working on / near live electrical parts?

Yes **No**
 Maybe

Comments: _____

14. Does your facility do preventative maintenance on circuit breakers and switches at least annually?

Yes **No**
 Maybe

Comments: _____

15. Does your facility have 40 Cal/cm2 suits available?

Yes **No**
 Maybe

Comments: _____

16. Does your facility have bus plugs that are changed by personnel?

Yes **No**
 Maybe

Comments: _____

17. Does your facility work on live electrical equipment to troubleshoot or because it can't be shut down?

Yes **No**
 Maybe

Comments: _____

18. Does your facility have all the incident energy calculated and arc flash boundaries set for all service connections of 50V or more?

Yes **No**
 Maybe

Comments: _____

19. Does your facility have boundaries posted on panels / disconnects?

Yes **No**
 Maybe

Comments: _____

20. Does your facility use a Hot Electrical Work Permit system?

Yes **No**
 Maybe

Comments: _____

21. Does your facility install new equipment or rebuild older equipment?

Yes **No**
 Maybe

Comments: _____

22. Does your facility keep all electrical cabinets and electrical disconnects clear (36")?

Yes **No**
 Maybe

Comments: _____

23. Does your facility use approved electrical test devices?

Yes **No**
 Maybe

Comments: _____

24. Does your facility have someone trained in CPR, First Aid and AED?

Yes **No**
 Maybe

Comments: _____

25. Does your facility inspect PPE prior to each use?

Yes **No**
 Maybe

Comments: _____