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FOR THE ONES WHO GET IT DONE

Safety Checklist ☑

Completed By: _____

Location: _____

Date Completed: _____

Electrical Safety: Work Practices

Instructions: This checklist is intended to help you identify potential hazards in your workplace. The questions are based on applicable Federal OSHA standards. Keep in mind that additional state and local regulations may apply, depending upon your location. Please check one answer for each question. If you select "no," you should investigate further to determine what corrective action may be needed to address the hazard. You can review the specific OSHA Standards outlined below at www.osha.gov/law-regs.html. Choose "General Industry" or "Construction."

	Questions	OSHA Regulation	Yes	No	N/A
	Electric Power and Lighting Circuits				
1)	Are load-rated switches, circuit breakers, or other devices designed to be a disconnecting means used for opening, reversing, or closing of circuits under load conditions?	1910.334(b)(1)	☐	☐	☐
2)	Is repetitive manual reclosing of circuit breakers or reenergizing circuits through replaced fuses prohibited?	1910.334(b)(2)	☐	☐	☐
3)	After a circuit is deenergized by a circuit protective device, is manually reenergizing the circuit prohibited until it is determined that the equipment and circuit can be safely energized?	1910.334(b)(2)	☐	☐	☐
4)	Is modifying overcurrent protection of circuits and conductors prohibited?	1910.334(b)(3)	☐	☐	☐
	Personnel Protection for Electrical Work				
5)	Are employees who work in areas where electrical hazards exist provided with and required to use protective equipment that is appropriate for the body parts to be protected and the work to be performed?	1910.335(a)(1)(i)	☐	☐	☐
6)	Is the protective equipment maintained in good working condition and periodically inspected or tested?	1910.335(a)(1)(ii)	☐	☐	☐
7)	Are employees required to wear nonconductive head protection if head injury might occur from electric shock or burns when exposed energized parts are contacted?	1910.335(a)(1)(iv)	☐	☐	☐

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	Personnel Protection for Electrical Work				
8)	Are employees required to wear protective equipment for the eyes and face if injury might occur when electrical explosion causes electric arcs or flashes or flying objects?	1910.335(a)(1)(v)	☐	☐	☐
9)	Are employees required to use insulated tools or handling equipment if the tool or equipment might contact exposed energized conductors or circuit parts?	1910.335(a)(2)(i)	☐	☐	☐
10)	When normally enclosed live parts are exposed for maintenance and repair, are they guarded to protect unqualified persons from contact?	1910.335(a)(2)(ii)	☐	☐	☐
11)	Are protective shields, protective barriers, or insulating material used to protect employees from shock, burns, or other injuries while they work near exposed energized parts or where dangerous electric heating or arcing might occur?	1910.335(a)(2)(ii)	☐	☐	☐
12)	Are safety signs, safety symbols, or tags used to warn employees about hazards (such as failure of electrical equipment) that could cause electric shock, burns, or other injury?	1910.335(b)(1)	☐	☐	☐
	Portable Electrical Equipment				
13)	Is portable equipment handled in a manner that will not cause damage?	1910.334(a)(1)	☐	☐	☐
14)	Is the use of flexible cords connected to equipment for raising or lowering that equipment prohibited?	1910.334(a)(1)	☐	☐	☐
15)	Is it prohibited to fasten flexible cords with staples or hang them in a manner that could damage the outer jacket or insulation?	1910.334(a)(1)	☐	☐	☐
16)	Are portable cord and plug-connected equipment and flexible cord sets (extension cords) visually inspected before use every day?	1910.334(a)(2)(i)	☐	☐	☐

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	Questions	OSHA Regulation	Yes	No	N/A
	Portable Electrical Equipment				
17)	If a defect might expose employees to injury, is the defective or damaged item removed from service and are employees prohibited from using it until repairs and tests have been made?	1910.334(a)(2)(ii)	☐	☐	☐
18)	Do flexible cords used with grounding-type equipment contain an equipment grounding conductor?	1910.334(a)(3)(i)	☐	☐	☐
19)	Is it prohibited to connect or alter attachment plugs or receptacles in any way that would prevent proper continuity of the equipment grounding conductor at the point where the plugs are attached to the receptacles?	1910.334(a)(3)(ii)	☐	☐	☐
20)	Are adapters that interrupt the continuity of the equipment grounding connection prohibited?	1910.334(a)(3)(iii)	☐	☐	☐
21)	Are locking type connectors properly secured after connection?	1910.334(a)(5)(iii)	☐	☐	☐
22)	Are only approved portable electric equipment and flexible cords used in highly conductive work locations (such as those wet with water or other conductive liquids), or in job locations where employees are likely to contact water or conductive liquids?	1910.334(a)(4)	☐	☐	☐
23)	Is it prohibited for employees hands to be wet when plugging and unplugging flexible (extension) cords and cord and plug equipment?	1910.334(a)(5)(i)	☐	☐	☐
	Test Instruments and Equipment				
24)	Are only qualified persons permitted to perform testing work on electric circuits or equipment?	1910.334(c)(1)	☐	☐	☐
25)	Have all test instruments, equipment, and all associated test leads, cables, power cords, probes, and connectors been visually inspected for external defects and damage before the equipment is used?	1910.334(c)(2)	☐	☐	☐

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	Questions	OSHA Regulation	Yes	No	N/A
	Test Instruments and Equipment				
26)	If a defect may expose an employee to injury, is the defective or damaged item removed so that no employee can use it until the necessary repairs and tests have rendered the equipment safe?	1910.334(c)(2)	☐	☐	☐
27)	Are test instruments, equipment, and their accessories rated for the circuits and equipment to which they will be connected?	1910.334(c)(3)	☐	☐	☐
28)	When flammable materials are present only occasionally, is electrical equipment capable of igniting them prohibited?	1910.334(d)	☐	☐	☐
	Training Requirements				
29)	Are employees who are at risk of electric shock trained in and familiar with the safety-related work practices that pertain to their respective job assignments?	1910.332(b)(1)	☐	☐	☐
30)	Are qualified employees (those who are permitted to work on or near exposed energized parts) given the proper training?	1910.332(b)(3)	☐	☐	☐
31)	Do qualified employees have the skills and techniques necessary to distinguish exposed live parts from other parts of electric equipment?	1910.332(b)(3)(i)	☐	☐	☐
32)	Do qualified employees have the skills and techniques necessary to determine the nominal voltage of exposed live parts?	1910.332(b)(3)(ii)	☐	☐	☐
33)	Is the degree of training provided determined by the risk to the person?	1910.332(c)	☐	☐	☐

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	Questions	OSHA Regulation	Yes	No	N/A
	Working on or Near Exposed Deenergized Parts				
34)	Are all live parts deenergized before employees work on them?	1910.333(a)(1)	☐	☐	☐
35)	If an employee has contact with parts of fixed electrical equipment or circuits that have been deenergized, have the circuits energizing the parts been locked or tagged?	1910.333(b)(2)	☐	☐	☐
36)	Are safe procedures determined before circuits or equipment are deenergized?	1910.333(b)(2)(ii)(A)	☐	☐	☐
37)	Are the circuits and equipment to be worked on disconnected from all energy sources?	1910.333(b)(2)(ii)(B)	☐	☐	☐
38)	Is a lock and tag placed on each disconnecting means used to deenergize circuits and equipment?	1910.333(b)(2)(iii)(A)	☐	☐	☐
39)	Is a written copy of electrical safety procedures (including lockout and tagging) available for inspection?	1910.333(b)(2)(i)	☐	☐	☐
40)	Is the lock attached so no one can operate the disconnecting means?	1910.333(b)(2)(iii)(A)	☐	☐	☐
41)	Does each tag have a statement prohibiting unauthorized operation of the disconnecting means and removal of the tag?	1910.333(b)(2)(iii)(B)	☐	☐	☐
42)	When a tag is used without a lock, is at least one additional safety measure used that provides a level of safety equivalent to that obtained from a lock?	1910.333(b)(2)(iii)(D)	☐	☐	☐
	Working on or Near Exposed Energized Parts				
43)	Are only qualified persons permitted to work on electric circuit parts or equipment that have not been deenergized?	1910.333(c)(2)	☐	☐	☐

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	Questions	OSHA Regulation	Yes	No	N/A
	Working on or Near Exposed Energized Parts				
44)	Are employees restricted from entering spaces containing exposed energized parts, unless illumination is provided that enables them to perform the work safely?	1910.333(c)(4)(i)	☐	☐	☐
45)	Are employees prevented from handling conductive materials and equipment that are in contact with the person's body that may contact exposed energized conductors or circuit parts?	1910.333(c)(6)	☐	☐	☐
46)	Do portable ladders have nonconducting siderails when they could contact exposed, energized parts?	1910.333(c)(7)	☐	☐	☐
47)	Is the use of conductive articles of jewelry, clothing (such as watchbands, bracelets, rings, keychains, necklaces, metalized aprons, cloth with conductive threads, or metal head gear) prohibited for persons working with electricity?	1910.333(c)(8)	☐	☐	☐
48)	If employees conduct housekeeping duties near live electrical circuits, are adequate safeguards (such as insulating equipment or barriers) used?	1910.333(c)(9)	☐	☐	☐