

SAFETY MEETING TOPIC

This form shall be completed and kept on file

Job Name _____ Location _____ Job No. _____

Meeting Leader _____ Title _____

Date Held _____ Place _____ Time _____

Subject of Meeting ELECTRICAL SAFETY CHECKLIST

Have all employees been trained as needed for the operations they perform?

Has written lockout/tagout procedure been established?

Are devices other than push buttons, selector switches and interlocks used to disconnect from the electrical energy?

Are overhead lines deenergized, grounded or are other protective measures provided to prevent contact and the owner of the line contacted?

Are employees aware of and do they maintain clearance distances?

Do employees cover or remove all conductive jewelry near energized circuits or equipment?

Is an established procedure followed when carrying or using conductive material near energy sources or exposed parts?

Is overcurrent protection provided for all circuits?

Are employees who perform cleaning aware of the energy sources and is the use of conductive cleaners prohibited?

Are all pieces of portable equipment inspected and connected to insure the plugs and receptacles are aligned properly?

Is protective equipment available, used and does it meet the ANSI requirements?

Is protective equipment maintained and inspected on a periodic basis?

Are signs, barricades, and/or attendants used to warn employees of exposed energized parts?

Are employees required to report electrical hazards as soon as possible?

Are employees instructed to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting work on electrical equipment or lines?

Are portable tools and equipment grounded or of the double insulated type?

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?

Are ground fault interrupters installed on each temporary 15 or 20 ampere, 120 volt AC circuit at locations where construction, demolition, modifications, alterations or excavations are performed?

Are temporary circuits protected by disconnecting switches or plug connectors at the junction with permanent wiring?

Are electrical installations in hazardous locations in compliance with National Electrical Code?

Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?

Are flexible cords and cables free of splices?

Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, equipment, etc. and is the cord jacket securely held in place?

Are all cord, cable, raceway connections intact and secure?

In wet or damp locations are tools and equipment appropriate for the use or location or otherwise protected?

Is the location of power lines and cables (overhead, underground walls, etc.) determined before digging, drilling, etc.?

Are metal tapes, ropes, handlines or similar devices with metallic thread woven into the fabric prohibited where it may come in contact with energized parts of equipment or circuit conductors?

Is the use of metal ladders prohibited in areas where the person or ladder may contact electrical lines?

Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?

Are disconnected switches always opened before fuses are replaced?

Do all interior wiring systems include provisions for grounding metal parts of raceways, equipment and enclosures?

Are all energized parts of circuits and equipment guarded against accidental contact by approved cabinets or enclosures?

Is sufficient access and working spaces provided and maintained about all electrical equipment to permit ready and safe operations and maintenance?

Are all unused openings (including knockouts) in electrical enclosures and fittings closed with appropriate covers?

Are all electrical enclosures such as switches, receptacles, junction boxes, etc. provided with tight-fitting covers?

Are disconnecting switches for electrical motors in excess of two horsepower, capable of opening the circuit when the motor is in stalled condition, without exploding? (Switch rated for appropriate horsepower)

Is low voltage protection provided in the control device of motors, driving machines or equipment which could cause probable injury from inadvertent starting?

Is each motor disconnecting switch or circuit breaker located within sight of the motor control device?

Is the motor located within sight of its disconnecting switch, capable of being locked in the open position, or is another method available to control the energy?

Is the controller for each motor in excess of 2 horsepower rated equal to or in excess of the rating of the motor it serves?

Are employees who regularly work on or around energized electrical equipment trained in CPR?

Are employees prohibited from working alone on energized lines or equipment over 600 volts?