

ELECTRICAL SAFETY CHECKLIST

EASY-TO-UNDERSTAND GUIDE FOR WORKPLACE SAFETY

1. GENERAL ELECTRICAL SAFETY CHECKLIST

BASIC SAFETY RULES:

- ☐ Do employees report electrical hazards immediately?
- ☐ Are workers trained to check equipment before starting work?
- ☐ Are switches locked and tagged when servicing equipment?
- ☐ Are all portable electrical tools properly grounded (earthed)?
- ☐ Are all electrical appliances (vacuum cleaners, polishers) grounded?
- ☐ Do extension cords have a ground wire?
- ☐ Are multiple plug adapters prohibited?
- ☐ Are damaged cords with frayed insulation repaired or replaced immediately?
- ☐ Are flexible cords free of splices or taps?
- ☐ Are cord connections secure and intact?

WET OR DAMP AREAS:

- ☐ In wet locations, are proper electrical tools used?
 - ☐ Are ground fault circuit interrupters (GFCI) installed in damp areas?
 - ☐ Are GFCIs installed on temporary 15-20 amp circuits during construction?
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2. ELECTRICAL SAFETY FOR CONSTRUCTION SITES

BEFORE STARTING WORK

- ☐ Is the location of power lines (overhead and underground) known before digging or drilling?
- ☐ Are metal measuring tapes and ropes with metal thread prohibited near live electrical parts?
- ☐ Are metal ladders prohibited in areas where they could touch electrical equipment?

DURING CONSTRUCTION

- ☐ Are temporary circuits protected with proper disconnecting switches?
- ☐ Is all temporary wiring properly installed and maintained?
- ☐ Are workers trained to never work alone on high voltage equipment (over 600 volts)?

EQUIPMENT PROTECTION

- ☐ Are all electrical installations in dusty or vapor areas properly protected?
 - ☐ Are workers prohibited from working near overhead electrical wires with equipment?
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3. ELECTRICAL SAFETY INSPECTION CHECKLIST

VISUAL INSPECTION

- ☐ Are all disconnecting switches and circuit breakers clearly labeled?
- ☐ Are all electrical panels and enclosures securely fastened?
- ☐ Are energized electrical parts protected by approved cabinets or covers?
- ☐ Is there enough space around electrical equipment for safe operation?
- ☐ Are all unused openings in electrical boxes closed with proper covers?
- ☐ Are electrical boxes equipped with tight-fitting covers?

EQUIPMENT CHECK

- ☐ Are grounding systems tested on portable electrical devices?
 - ☐ Are electrical enclosures properly secured?
 - ☐ Is all electrical wiring in good condition?
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4. ELECTRIC PALLET JACK SAFETY CHECKLIST

BEFORE USE

- ☐ Is the battery properly charged?
- ☐ Is the battery securely connected?
- ☐ Are all electrical connections clean and tight?
- ☐ Is the control handle in good working condition?
- ☐ Are emergency stop buttons working?

DURING USE

- ☐ Is the operator trained and authorized?
 - ☐ Is the equipment properly grounded?
 - ☐ Is charging done in a designated, well-ventilated area?
 - ☐ Are battery terminals kept clean and free from corrosion?
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5. ELECTRICAL CORD SAFETY CHECKLIST

CORD CONDITION

- ☐ Are cords inspected before each use?
- ☐ Are cords free from cuts, cracks, or exposed wires?
- ☐ Are cords protected from damage by vehicles or equipment?

- ☐ Are cords kept away from heat, water, and sharp objects?

CORD USAGE:

- ☐ Are cords used for their intended purpose only?
 - ☐ Are cords never used as substitutes for permanent wiring?
 - ☐ Are cords unplugged by pulling the plug, not the cord?
 - ☐ Are cords never run through walls, ceilings, or under doors?
 - ☐ Are cord connections kept above ground level when possible?
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6. ELECTRICAL EQUIPMENT SAFETY INSPECTION CHECKLIST

REGULAR EQUIPMENT CHECKS

- ☐ Are motorized vehicles and equipment inspected daily before use?
- ☐ Are power tools checked for damaged plugs or cords?
- ☐ Are guards in place on all electrical equipment?
- ☐ Are machines properly grounded?
- ☐ Are emergency stop buttons colored red and easily accessible?

MOTOR SAFETY:

- ☐ Can electrical power to each machine be locked out for maintenance?
 - ☐ Are disconnecting switches for motors over 2 horsepower rated correctly?
 - ☐ Is each motor disconnect switch visible from the motor control?
 - ☐ Does equipment have low voltage protection to prevent unexpected starting?
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7. ELECTRICAL HOME SAFETY CHECKLIST

HOME ELECTRICAL BASICS:

- ☐ Are all outlets and switches in good condition?

- ☐ Are circuit breakers or fuses the correct size?
- ☐ Are appliances unplugged when not in use?
- ☐ Are power strips used properly and not overloaded?
- ☐ Are cords kept away from walking areas?

SPECIAL PRECAUTIONS:

- ☐ Are GFCIs installed in bathrooms, kitchens, and outdoor areas?
 - ☐ Are light bulbs the correct wattage for fixtures?
 - ☐ Are space heaters kept away from flammable materials?
 - ☐ Is electrical work done by qualified electricians only?
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8. ELECTRICAL HOME SAFETY INSPECTION CHECKLIST

MONTHLY HOME CHECKS:

- ☐ Test all GFCI outlets monthly
- ☐ Check for warm outlets or switches (sign of a problem)
- ☐ Inspect cords for damage
- ☐ Ensure outlets are not overloaded
- ☐ Check that outdoor electrical equipment is weatherproof

ANNUAL HOME CHECKS:

- ☐ Have a qualified electrician inspect your electrical system
 - ☐ Check the electrical panel for signs of damage or rust
 - ☐ Verify all circuits are properly labeled
 - ☐ Test smoke alarms and carbon monoxide detectors
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9. ELECTRICAL PANEL SAFETY CHECKLIST

PANEL ACCESS AND CONDITION:

- ☐ Is the panel clearly labeled and accessible?
- ☐ Is there at least 3 feet of clear space in front of the panel?
- ☐ Is the panel cover secure and undamaged?
- ☐ Are all circuit breakers properly labeled?
- ☐ Are all unused openings covered?

PANEL OPERATION

- ☐ Are all connections tight and secure?
 - ☐ Is there any sign of burning or overheating?
 - ☐ Are circuit breakers the correct size for the circuits?
 - ☐ Is the main disconnect easily accessible?
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10. ELECTRICAL PANEL SAFETY INSPECTION CHECKLIST

DETAILED PANEL INSPECTION:

- ☐ Check for any burnt smell or discoloration
 - ☐ Verify all wires are properly secured
 - ☐ Look for any signs of rust or corrosion
 - ☐ Ensure the grounding system is intact
 - ☐ Check that no wires are loose or touching
 - ☐ Verify the panel is properly grounded
 - ☐ Ensure the panel is rated for the electrical load
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11. ELECTRICAL SAFETY AUDIT CHECKLIST

TRAINING AND AWARENESS:

- ☐ Are all workers trained in electrical safety?
- ☐ Do workers know CPR for electrical shock victims?
- ☐ Are workers aware of the location of electrical shut-offs?
- ☐ Is there a written electrical safety program?

LOCKOUT/TAG OUT PROCEDURES:

- ☐ Is there a lockout/tagout procedure in place?
- ☐ Are workers trained in lockout/tagout?
- ☐ Are personal safety locks provided to the authorized workers?
- ☐ Are locks and tags inspected regularly?

EMERGENCY PREPAREDNESS:

- ☐ Are fire extinguishers suitable for electrical fires available?
- ☐ Are emergency phone numbers posted?
- ☐ Is there a first aid kit readily available?
- ☐ Are workers trained in emergency procedures?

IMPORTANT SAFETY REMINDERS

✗ NEVER:

- Work on electrical equipment unless authorized and trained
- Use electrical equipment with bare hands when wet
- Remove guards from electrical equipment
- Use damaged electrical cords or equipment
- Insert wires directly into a socket without a plug
- Use adapters to connect multiple devices
- Allow temporary wiring to become permanent
- Remove another person's lockout device

✓ **ALWAYS:**

- Report electrical hazards immediately
- Obey all warning signs
- Use proper personal protective equipment
- Lock out, tag out, and test before working on equipment
- Keep electrical panels and equipment clear of obstructions
- Use the right tool for the job
- Assume all electrical equipment is energized until proven otherwise

EMERGENCY PROCEDURES

In case of electrical emergency:

1. Do not touch the victim if still in contact with electricity
2. Shut off power at the source if possible
3. Call emergency services immediately
4. Provide first aid only after ensuring the area is safe
5. Perform CPR if trained and necessary

CONTACT INFORMATION

Emergency Phone Number: _____

Safety Officer: _____

Electrical Supervisor: _____

ACKNOWLEDGMENT AND SIGN-OFF

I have read and understood this electrical safety checklist and agree to follow all safety procedures.

Name: _____

Signature: _____

Date: _____

Supervisor: _____

Supervisor Signature: _____

Date: _____

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NOTES SECTION

Use this space for additional site-specific electrical safety requirements:
