**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 not greater than ⅛”?  
\_\_\_\_    \_\_\_\_   3. Are electrical equipments 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. Are electrical equipments 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 from combustible and flammable materials the   
                           electrical equipment parts that easily produces sparks?   
\_\_\_\_    \_\_\_\_   9. Are panel boards, switches, etc. properly covered or isolated?  
\_\_\_\_    \_\_\_\_ 10. Are service, feeder and branch circuits legibly marked to indicate its   
                           purpose?  
\_\_\_\_    \_\_\_\_ 11. Are electric equipments 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. Are 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 enclosures path 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. Ensure that the use of temporary wiring doesn’t exceed 90 days, 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 not use flexible cords as a substitute for fixed wiring  
\_\_\_\_    \_\_\_\_   2. Do not run through a wall, floor or similar opening any flexible cords  
\_\_\_\_    \_\_\_\_   3. Ensure that no flexible cords are attached to a building surface  
\_\_\_\_    \_\_\_\_   4. Use flexible cords in continuous lengths without splice or tap  
\_\_\_\_    \_\_\_\_   5. 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. Ensure that combustible materials are away from electrically heated

appliances  
  
                          **HAZARDOUS LOCATIONS**  
  
\_\_\_\_    \_\_\_\_   1. Ensure that only electrical equipments designed for hazardous area are

used in such locations