Electrical Self-Inspection Checklist

Electrical current exposes workers to a serious, widespread occupational hazard. Many workers are unaware of the potential electrical hazards present in their work environment, making them more vulnerable to the danger of electrocution. Electrical injuries consist of four main types: electrocution (fatal), electric shock, burns, and falls caused as a result of contact with electrical energy.

The Occupational Safety and Health Administration (OSHA) provides requirements for electrical safety in general industry within 29 CFR 1910.302 through 1910.399. NFPA 70, *National Electrical Code* (NEC), 2014 Edition and NFPA 70E, *Standard for Electrical Safety in the Workplace*, 2015 Edition, published by the National Fire Protection Association (NFPA), provide detailed requirements for electrical installations and safety when working around electrical equipment. This checklist can be used to help identify common electrical hazard concerns and best practices, but should not be used as a substitute for compliance with OSHA regulations or NFPA codes and standards. Any question answered "No" should be thoroughly investigated and corrective actions taken.

Management Practices/Requirements	Yes	No	N/A
Are procedures and policies written that cover work with electricity?	☐	☐	☐
Are workers trained in safe and effective ways to work with electricity?	☐	☐	☐
Does the company require compliance, in writing, with OSHA standards for all contract electrical work?	☐	☐	☐
Are all employees required to report any obvious hazard to life or property in connection with electrical equipment or lines as soon as possible?	☐	☐	☐
Are employees instructed to make preliminary inspections and/or appropriate tests to determine conditions before starting work on electrical equipment or lines?	☐	☐	☐
When electrical equipment or circuits are to be serviced, maintained, or adjusted, are necessary switches opened, locked out, or tagged out, whenever possible?	☐	☐	☐
Is the use of temporary wiring in place of permanent wiring, strictly prohibited?	☐	☐	☐
Are exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?	☐	☐	☐
Is the location of electrical power lines and cables (overhead, underground, under floor, other side of walls, etc.) determined before digging, drilling, or similar work is begun?	☐	☐	☐
Is the use of metal measuring tapes, ropes, hand-lines, or similar devices with metallic thread woven into the fabric prohibited where they could come in contact with energized parts of equipment or circuit conductors?	☐	☐	☐
Is the use of metal ladders prohibited where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures, or circuit conductors?	☐	☐	☐

	Yes	No	N/A
Is sufficient access and working space provided and maintained around all electrical equipment to permit ready and safe operations and maintenance?	☐	☐	☐

Equipment Requirements

Are portable electrical 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 have a grounding conductor?	☐	☐	☐
Are multiple plug adaptors prohibited?	☐	☐	☐
Are ground-fault circuit interrupters (GFCIs) installed on temporary circuits at locations where construction, demolition, modifications, alterations, or excavations are being performed?	☐	☐	☐
Do the electrical installations in hazardous dust or vapor areas meet the National Electric Code (NEC) for hazardous locations?	☐	☐	☐
Are all temporary circuits protected by suitable disconnecting switches or plug connectors at the junction with permanent wiring?	☐	☐	☐
Are flexible cords and cables free of splices or taps?	☐	☐	☐
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, and raceway connections intact and secure?	☐	☐	☐
In wet or damp locations, are electrical tools and equipment appropriate for the use or location or otherwise protected, such as though GFCI outlets or breakers?	☐	☐	☐
Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?	☐	☐	☐
Are disconnecting means always opened before fuses are replaced?	☐	☐	☐
Do all interior wiring systems include provisions for grounding metal parts of electrical raceways, equipment, and enclosures?	☐	☐	☐
Are all electrical raceways and enclosures securely fastened in place?	☐	☐	☐
Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures?	☐	☐	☐
Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs, or plates?	☐	☐	☐
Are electrical enclosures, such as switches, receptacles, junction boxes, etc., provided with tight-fitting covers or plates?	☐	☐	☐
Are disconnecting switches for electrical motors in excess of two horsepower able to open the circuit when the motor is stalled?	☐	☐	☐
Is each motor disconnecting switch or circuit breaker located within sight of the motor control device?	☐	☐	☐