

General:

Issue: 01  
Electrical

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# Safety BULLETIN

## WORKPLACE ELECTRICAL SAFETY CHECKLIST

This checklist focuses on OSHA's most frequently violated electrical standards and the most significant workplace hazards. Use it as a guide to "Check" your workplace for employee safety and regulatory compliance. It **does not**, however, guarantee compliance with all of OSHA's electrical standards. There are some exceptions to these general safety requirements for qualified employees who have received training in electrical safety and are familiar with electrical hazards related to working on or near exposed energized parts.

### General Requirements:

- { } Is electrical equipment properly and durably marked with the manufacturer's name or trademark?
  
- { } Is only listed and labeled electrical equipment being used and has it been installed in accordance with instructions?
  
- { } Is there a lockout/tagout procedure for work on electrical Circuits and equipment?
  
- { } Are safe work practices (such as following lockout/tagout procedures, de-energizing live parts or services, and discharging capacitors) used to prevent electrical shock and other injuries?
  
- { } Are fixtures, lampholders, lamps, and receptacles fitted without exposed live parts or energized surfaces that a person could touch?
  
- { } Are lamps and receptacles protected from accidental contact or breakage, or at least 8 feet high than work surfaces?
  
- { } Is the disconnecting means legibly marked or located so its purpose is evident?

### **Grounding:**

- { } Does all the electrical wiring on the premises have a proper ground?
- { } Do tools, equipment, and portable hand lamps have a grounding wire (third wire) or are they double insulated?
- { } Do all receptacles have a grounding wire (third wire)?
- { } Are grounding terminals used only for the purpose of grounding?
- { } If 50KV overhead lines cannot be de-energized and grounded, is there a distance of 10 feet (3.05 m) or more maintained between the person, or any conductive object and these overhead lines?

### **Guarding Live Parts:**

- { } Do electrical boxes and fittings have approved covers?
- { } Are conductors entering boxes protected from abrasion and are unused openings in boxes closed?
- { } Do enclosures protect electrical components from physical damage?
- { } Have the hot wire, neutral wire, and equipment grounding conductor been connected properly in receptacles and flexible cords and cables?

### **Flexible Cords and Cables:**

- { } Do flexible cords have strain relief to prevent pull on joints or terminal screws?
- { } Do all cords have proper attachment plugs?
- { } Are splices mechanically secure and completed, using splicing devices or soldered splices and then properly insulated?
- { } Are flexible cords and cables used so that there would be no damage to the outer jacket or insulation?

{ } Has permanent wiring been installed where needed to replace flexible cords or cables?

{ } Are defective or damaged cords replaced promptly?

**Construction:**

{ } Are ground-fault circuit interrupters or an assured equipment grounding conductor program used on construction sites?

{ } Have employees been advised of the location of hazards and proper protective measures to avoid contact with an energized circuit?

{ } Are worn or frayed electric cords or cables replaced promptly?

{ } Are extension cords kept safe from damage that could be caused by fastening them with staples, hanging them from nails or suspending them by wire?

**Special Locations:**

{ } Are the electrical installations in hazardous locations approved for these locations?

{ } Are portable electrical tools and equipment used around water manufactured and approved to be used in wet or damp locations?