



# RISK BULLETIN

## Electrical Equipment Checklist

DATE \_\_\_/\_\_\_/\_\_\_ NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

	YES	NO	ACTION	ASSIGNED
Is strain relief used on flexible cords to prevent stresses from being transmitted to electrical connection?	<input type="checkbox"/>	<input type="checkbox"/>	_____	___
			_____	
			_____	
Are splices, joints or free ends of wiring covered with adequate insulation?	<input type="checkbox"/>	<input type="checkbox"/>	_____	___
			_____	
			_____	
Is electrical equipment marked with voltage, current and wattage?	<input type="checkbox"/>	<input type="checkbox"/>	_____	___
			_____	
			_____	
Are all service, feeders and branch circuits legibly marked to indicate their purpose?	<input type="checkbox"/>	<input type="checkbox"/>	_____	___
			_____	
			_____	
Are live parts operating at 50 volts or more guarded against contact by cabinets, enclosures or location?	<input type="checkbox"/>	<input type="checkbox"/>	_____	___
			_____	
			_____	
Are entrances to guarded locations marked with warning signs?	<input type="checkbox"/>	<input type="checkbox"/>	_____	___
			_____	
			_____	

## 2 | ELECTRICAL EQUIPMENT CHECKLIST

	YES	NO	ACTION	ASSIGNED
Is fusing or other over-current protection provided to conductors and equipment?	<input type="checkbox"/>	<input type="checkbox"/>	_____	___
			_____	
			_____	
Is the equipment ground conductor connected to a properly grounded electrode?	<input type="checkbox"/>	<input type="checkbox"/>	_____	___
			_____	
			_____	
Is the path to ground from circuits, equipment and enclosures permanent and continuous? When was it last tested?	<input type="checkbox"/>	<input type="checkbox"/>	_____	___
			_____	
			_____	
Are exposed non-current carrying metal parts of equipment grounded if subject to employee contact or located in damp or hazardous locations?	<input type="checkbox"/>	<input type="checkbox"/>	_____	___
			_____	
			_____	
Is equipment connected by cord and plug grounded?	<input type="checkbox"/>	<input type="checkbox"/>	_____	___
			_____	
			_____	
Do all cords have three prongs?	<input type="checkbox"/>	<input type="checkbox"/>	_____	___
			_____	
			_____	
For underground service-supplied systems, is the equipment ground conductor connected to the ground electrode conductor at the service equipment?	<input type="checkbox"/>	<input type="checkbox"/>	_____	___
			_____	
			_____	
Are ground-fault circuit interrupters installed on each temporary circuit at locations where construction demolition modifications, alterations or excavations are being performed?	<input type="checkbox"/>	<input type="checkbox"/>	_____	___
			_____	
			_____	
Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?	<input type="checkbox"/>	<input type="checkbox"/>	_____	___
			_____	
			_____	

**3 | ELECTRICAL EQUIPMENT CHECKLIST**

	YES	NO	ACTION	ASSIGNED
Are all cord, cable and raceway connections and enclosures intact and secure?	<input type="checkbox"/>	<input type="checkbox"/>	_____	___
			_____	
			_____	
In wet or damp locations, are electrical tools and equipment appropriate for the use or location, or otherwise protected?	<input type="checkbox"/>	<input type="checkbox"/>	_____	___
			_____	
			_____	
Is the location of electrical power lines and cables (overhead, underground, under floor, other side of walls) determined before digging, drilling or similar work is begun?	<input type="checkbox"/>	<input type="checkbox"/>	_____	___
			_____	
			_____	
Are 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, fixtures or circuit conductors?	<input type="checkbox"/>	<input type="checkbox"/>	_____	___
			_____	
			_____	
Is the use of metal ladders prohibited in areas where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures or circuit conductors?	<input type="checkbox"/>	<input type="checkbox"/>	_____	___
			_____	
			_____	
Are disconnecting means always opened before fuses are replaced?	<input type="checkbox"/>	<input type="checkbox"/>	_____	___
			_____	
			_____	
Do all interior wiring systems include provisions for grounding metal parts or electrical raceways, equipment and enclosures?	<input type="checkbox"/>	<input type="checkbox"/>	_____	___
			_____	
			_____	
Is sufficient access and working space provided and maintained around all electrical equipment to permit ready and safe operations and maintenance?	<input type="checkbox"/>	<input type="checkbox"/>	_____	___
			_____	
			_____	

**4 | ELECTRICAL EQUIPMENT CHECKLIST**

	YES	NO	ACTION	ASSIGNED
Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates?	<input type="checkbox"/>	<input type="checkbox"/>	_____	___
			_____	
			_____	
Are employees prohibited from working alone on energized lines or equipment over 600 volts?	<input type="checkbox"/>	<input type="checkbox"/>	_____	___
			_____	
			_____	
When electrical equipment or lines are to be serviced, maintained or adjusted, are necessary switches opened, locked out and tagged whenever possible?	<input type="checkbox"/>	<input type="checkbox"/>	_____	___
			_____	
			_____	
Are portable electrical tools and equipment grounded or of the double insulated type?	<input type="checkbox"/>	<input type="checkbox"/>	_____	___
			_____	
			_____	
Are electrical appliances such as vacuum cleaners, polishers, and vending machines grounded?	<input type="checkbox"/>	<input type="checkbox"/>	_____	___
			_____	
			_____	
Is the "off" switch immediately visible and available?	<input type="checkbox"/>	<input type="checkbox"/>	_____	___
			_____	
			_____	

*The information contained herein is intended for informational purposes only and does not constitute legal advice. For legal advice, seek the services of a competent attorney. Any descriptions of insurance provisions are general overviews only.*

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