ELECTRICAL RISK ASSESSMENT CHECKLIST

Personal Protective Equipment (PPE)

Check for Appropriate PPE Availability:

- [ ] Safety glasses
- [ ] Gloves
- [ ] Ear protection
- [ ] Dust mask/respirator
- [ ] Safety shoes
- [ ] Hard hat

PPE Condition:

- [ ] Inspect for any damage, wear, or tear
- [ ] Confirm PPE meets required safety standards

PPE Usage:

- [ ] Confirm all personnel are using appropriate PPE correctly

Pre-Job Safety

Site Inspection:

- [ ] Identify any visible hazards (e.g., wet floors, debris, exposed wires)
- [ ] Make sure the area is ventilated
- [ ] Ensure adequate lighting
- [ ] Confirm the availability of fire extinguishers
- [ ] Confirm that the first aid kit is accessible and stocked

Safety Briefing:

- [ ] Conduct a safety briefing with all team members
- [ ] Review the safety plan and emergency procedures

Electrical Isolation:

- [ ] Verify the electrical system is isolated and locked out before starting work
- [ ] Use lockout/tagout (LOTO) procedures to prevent accidental energization

Electrical Safety

Hazard Identification:

- [ ] Identify potential electrical hazards (e.g., live wires, exposed conductors)
- [ ] Check for appropriate labeling of circuits and panels

Voltage Testing:

- [ ] Test for the presence of voltage before beginning work
- [ ] Ensure that testing equipment is calibrated and functioning correctly

Grounding and Bonding:

- [ ] Verify that all equipment is properly grounded and bonded
- [ ] Inspect grounding conductors for damage or corrosion

Gas and Chemical Safety

Gas Detection:

- [ ] Identify and locate any gas lines
- [ ] Check for the presence of any hazardous gases using appropriate detectors
- [ ] Ventilate the area if chemicals are present
- [ ] Ensure gas detectors are calibrated and operational
- [ ] Be aware of the location of gas shut-off valves

Chemical Storage:

- [ ] Verify that all chemicals are stored properly in labeled containers
- [ ] Ensure Safety Data Sheets (SDS) are available for all chemicals on site

Equipment Safety

Inspection of Tools and Equipment:

- [ ] Inspect all tools and equipment for damage or wear
- [ ] Ensure all tools are rated for the electrical work being performed

Use of Insulated Tools:

- [ ] Confirm the use of insulated tools when working near live electrical parts
- [ ] Check the insulation on tools for cracks or damage

Equipment Shutdown:

- [ ] Ensure all equipment is properly shut down before starting maintenance
- [ ] Confirm de-energization of equipment following lockout/tagout procedures

Emergency Procedures

Emergency Contacts:

- [ ] Verify the availability of emergency contact numbers
- [ ] Ensure all personnel are aware of the emergency contacts and procedures

First Aid Kit:

- [ ] Confirm a fully stocked first aid kit is accessible on-site
- [ ] Check the expiration dates on first aid supplies

Emergency Exits:

- [ ] Ensure all emergency exits are clearly marked and unobstructed
- [ ] Review emergency evacuation routes with all personnel

Job Completion

De-energization Verification:

- [ ] Recheck that all equipment and circuits are de-energized before removal of lockout/tagout devices
- [ ] Confirm the system is safe to be re-energized

Site Clean-Up:

- [ ] Remove all tools, debris, and equipment from the site
- [ ] Inspect installation or repair area
- [ ] Ensure no safety hazards remain

Final Walkthrough:

- [ ] Conduct a final walkthrough with the team leader to ensure all work is complete
- [ ] Test electrical system operation
- [ ] Verify that all safety procedures have been followed

Certification

Technician Certification:	
Name of Technician:	
Date of Inspection:	
Signature of Technician:	

Supervisor Approval:	
Name of Supervisor:	
Date of Approval:	
Signature of Supervisor:	

Additional Comments or Notes: