

ELECTRICAL CHECKLIST

Electricity has the potential to seriously injure and kill. As electricity is invisible, it is even more dangerous. As the manager of a small business, you are responsible for ensuring the electrical fittings and electrical equipment in your workplace is safe, and inspected and maintained regularly. You should involve your workers in filling out the checklist.

If you mark any NO box on the checklist, you need to take action to make your workplace safer.

Date checklist completed:

Date checklist to be reviewed:

(annually or when there is a change in the electrical equipment or an electrical incident)

Name of person who completed checklist:

Position title:

Company/workplace:

Electrical switchboards and equipment

- Are switchboards and electrical equipment in a safe condition?*
- Yes No
- Is everything on the switchboard clearly labelled?
- Yes No
- Have safety switches (residual current devices) been fitted to all circuits?*
- Yes No

Power points, light fittings and switches

- Are all power points, light fittings and switches in a safe place and free from obvious defects (eg loose covers or wires, broken or damaged fittings, signs of overheating)?*
- Yes No
- Are isolating switches clearly labelled and accessible?
- Yes No

Power tools, flexible leads and power boards

- Is portable electrical equipment protected by safety switches?
- Yes No
- Are all power tools, extension leads and power boards maintained in a safe operating condition (check for damaged insulation, water leaks, burn marks, bent or loose pins or fittings)?
- Yes No
- Are extension leads and power boards located in a safe position to prevent mechanical or other damage (including trips)?
- Yes No

Inspecting and maintaining electrical equipment

- Are all electrical fittings and electrical equipment, including portable power tools, regularly inspected and maintained?
- Yes No

*For specialised advice about electrical safety, contact a licensed electrical contractor.