**Electrical Safety Template Guide**

**Applies to General Industry Workplaces**

The template criteria provided below is a sample list of audit or inspection criteria that is potentially related to the operations at your organization. You may review the samples below and use them as jumping off points for creating custom audit or inspection templates in the SafetySkills Empower system. They may be used in their entirety without change or edited and expanded to suit the specific needs of your organization. Use of these criteria is entirely optional and to be used at your discretion.

**Personnel/Qualifications/Procedures**

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| Are only qualified persons allowed to work on electrical equipment and are they familiar with OSHA and State electrical safety rules? |
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| Are lockout/tagout procedures required and used when electrical equipment is being serviced? |
| Have all appropriate employees been trained in LOTO procedures? |
| Is an assured equipment-grounding program in place, if applicable? |
| Are employees forbidden from working within 10 feet of high-voltage lines? |
| Is there sufficient access and working space around all electrical equipment? |
| Are established NFPA 70E protocols being adhered to? |

**Hand Tools**

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| Are tools clean and free of grease/oil? |
| Are hand tools fit-for purpose and functioning correctly? |
| Are tools handles and insulation coating free from damage? |
| Are the tools rated for the voltage being worked on, if applicable?  **LOTO** |
| Are locks free of damage? |
| Do locks maintain lock status? |
| Are tags free of damage? |
| Is writing and printed markings on the tags clear and legible? |
| Do tags clearly display owners name and contact information? |

**Power Tools and General Electrical Operations**

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| Are tools free of dirt, dust, oil and grease and dust prior to use? |
| Are tools free of leaks? |
| Do all wired tools have a grounding prong? |
| Do all extension cords have a grounding prong (and non-grounded extension cords removed from use)? |
| Are portable hand-held electrical tools and equipment grounded or double-insulated? |
| Is damaged wiring or frayed cords promptly repaired or replaced? |
| Have all batteries been inspected for damage and charge? |
| Do circular and rotating tools have guards in place and are observed being used? |
| Do all rotating parts run smoothly free of wobble and free of abnormal noise? |
| In damp and wet conditions, are electrical tools and equipment being used approved for such conditions? |
| Are metal ladders prohibited from use in situations where users could be exposure to energized parts of equipment, tools, or fixtures? |
| Are all unused openings in breaker boxes a sealed, plugged or otherwise covered? |
| Do switches, receptacles, and junction boxes have covers or face plates that meet code? |
| Is each individual circuit breaker properly labeled for its use?  **Live Voltage <50V** |
| Is the circuit below 50V? |
| Is the circuit required to be live for testing and repair? |
| Are tools rated for live voltage work? |
| Are tools in good working condition with insulation in place and without damage? |
| Is the area free of non-essential personnel? |
| Is any mechanical energy locked out? |
| Is the area clean, dry, and free of moisture? |
| Are electrical workers free from all conductive materials on their body and/or precautions taken for proper insulated? |

**50V-600V**

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| Has the circuit been isolated from the power source? |
| Has the isolation switch been locked and tagged out? |
| Has the circuit been tested to confirm isolation? |
| Has any mechanical energy been isolated and locked out? |
| Are all disconnecting switches labeled to indicate their use or the equipment they serve? |
| Are energized parts of electrical equipment operating at 50 volts or more enclosed in approved cabinets? |
| Is/are Energized Electrical work permit(s) in place? |
| Has a limited or no-approach boundary been established around the live work area? |
| Has an arc flash risk assessment been conducted? |
| Is the appropriate PPE available and in use as identified by the risk assessment? |
| Are ground-fault circuit interrupters installed, as needed, as additional safeguards?  **Testing Tools** |
| Are all tools calibrated and operation tested? |
| Are tools rated for the voltage being worked on? |
| Are testing leads in generally good condition? |
| Are testing leads free of rips or tears in insulating material? |