



# Electrical Safety Audit Checklist

WORK READY ESSENTIALS- Equipping Workers for Success

## ELECTRICAL SAFETY AUDIT CHECKLIST

### Ensuring Compliance and Worker Protection

Project/Site: \_\_\_\_\_ Date: \_\_\_\_\_  
Auditor: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Location: \_\_\_\_\_ Weather: \_\_\_\_\_

### PRE-WORK INSPECTION

- ☐ All electrical work permits obtained and posted
- ☐ Lockout/Tagout (LOTO) procedures verified and implemented
- ☐ Electrical panels and equipment properly labeled
- ☐ Work area cleared of non-essential personnel
- ☐ Appropriate PPE available and in good condition
- ☐ Emergency contact numbers posted and accessible
- ☐ First aid kit and AED located and accessible

### PERSONAL PROTECTIVE EQUIPMENT (PPE)

- ☐ Insulated gloves rated for voltage present
- ☐ Safety glasses with side shields
- ☐ Hard hat with electrical rating (Class E or G)
- ☐ Arc-rated clothing appropriate for hazard level
- ☐ Insulated footwear with electrical hazard rating
- ☐ Face shield for arc flash protection (if required)
- ☐ Hearing protection (if applicable)

### TOOLS AND EQUIPMENT

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- ☐ All tools properly insulated and rated for voltage
- ☐ Extension cords inspected for damage
- ☐ GFCI protection in place for temporary power
- ☐ Test equipment calibrated and functioning
- ☐ Ladder inspection completed (if applicable)
- ☐ Voltage detectors tested before use
- ☐ Insulation blankets available and undamaged

## WORK ENVIRONMENT

- ☐ Adequate lighting for electrical work
- ☐ Work area dry and free from standing water
- ☐ Proper ventilation in enclosed spaces
- ☐ Safe access and egress routes maintained
- ☐ Warning signs and barriers properly placed
- ☐ Combustible materials removed from work area
- ☐ Emergency shutdown procedures clearly defined

## ELECTRICAL SYSTEMS

- ☐ Circuit breakers and fuses properly sized
- ☐ Electrical panels accessible (3-foot clearance minimum)
- ☐ Grounding and bonding systems intact
- ☐ No exposed energized parts
- ☐ Proper wire management and support
- ☐ Junction boxes covered and secured
- ☐ Equipment properly grounded

## COMPLIANCE VERIFICATION

- ☐ Work complies with NEC (National Electrical Code)
- ☐ OSHA 1926 Subpart K requirements met
- ☐ Local electrical code requirements satisfied
- ☐ Company safety procedures followed

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- ☐ Arc flash analysis current (if required)
- ☐ Electrical drawings and specifications available

## EMERGENCY PREPAREDNESS

- ☐ Emergency response plan reviewed with crew
  - ☐ Location of main electrical disconnect known
  - ☐ Fire extinguisher (Class C) readily available
  - ☐ Emergency contact numbers current
  - ☐ Incident reporting procedures understood
  - ☐ Rescue procedures for electrical contact reviewed
- 

## HAZARD IDENTIFICATION

Check all that apply:

- ☐ Arc flash hazard present
- ☐ Shock hazard present
- ☐ Confined space entry required
- ☐ Work at height required
- ☐ Overhead power lines present
- ☐ Underground utilities present
- ☐ Wet conditions

Hazard Level: ☐ Low ☐ Medium ☐ High

Required PPE Category: \_\_\_\_\_

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## ACTION ITEMS IDENTIFIED

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

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Immediate Actions Required: ☐ Yes ☐ No

Work May Proceed: ☐ Yes ☐ No

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## SIGNATURES

Electrical Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Safety Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

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## FOLLOW-UP ACTIONS

Re-inspection Required: ☐ Yes ☐ No Date: \_\_\_\_\_

Training Required: ☐ Yes ☐ No Type: \_\_\_\_\_

Equipment Replacement: ☐ Yes ☐ No Item: \_\_\_\_\_

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Notes/Comments:

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*This checklist ensures compliance with OSHA regulations and industry best practices. For questions or additional safety resources, contact Work Ready Essentials.*