

**Electrical Safety-Related Work Practices
Self-Audit Checklist**

Building _____ Room _____ Supervisor _____ Date _____

Audit Performed by _____

	Y	N	NA	COMMENTS
A. Electrical Safety-Related Work Practices Program				
1. Training complete and documented				
2. Lockout/Tagout program includes electrical safety-related work practices				
B. Selection and Use of Work Practices				
1. Minimum safe work distances established when work involves energized parts				
2. Illumination provided in all spaces containing exposed electrical conductors				
3. Measures taken to avoid inadvertent contact with energized parts in enclosed or confined spaces				
4. Measures taken to avoid inadvertent contact of conductive materials or equipment with energized parts during handling				
5. Portable ladders have nonconductive siderails				
6. Conductive apparel not worn unless rendered nonconductive				
7. Measures taken to avoid inadvertent contact with energized parts during housekeeping duties				
8. Electrical safety interlocks defeated only by a qualified person following specific procedures				

Key to Electrical Safety-Related Work Practices Checklist

A. Electrical Safety-Related Work Practices Program

1. Workers must receive training based upon their assigned tasks and level of expertise for working with electrical circuits.
2. Provisions of the electrical safety-related work practices regulation must be incorporated into existing lockout/tagout programs, or a lockout/tagout program must be developed to satisfy this requirement.

B. Selection and Use of Work Practices

1. A table of minimum safe work distances is provided in the model written program.
2. Self explanatory
3. Measures to be taken should include protective shields, protective barriers, or insulating materials. Additional information is available in the model written program or through EHS.
4. Measures to be taken should include insulation, guarding, or material handling techniques that prevent inadvertent contact with exposed energized circuits. Additional information is available in the model written program or through EHS.
5. Self explanatory
6. Conductive apparel could include jewelry and clothing such as watch bands, bracelets, rings, key chains, necklaces, metalized aprons, or cloth with conductive threads.
7. The electrical conductivity of cleaning materials must be considered when working near exposed energized circuits. Additional information is available in the model written program or through EHS.
8. Interlocks for electrical safety may be defeated only by a qualified person following specific procedures for working on or near exposed electrical conductors. Interlocks must be returned to an operable condition when work is complete.

	Y	N	NA	COMMENTS
C. Use of Equipment				
1. Procedures for handling portable equipment implemented				
2. Procedures for working with extension cords implemented				
3. Only qualified persons allowed to perform test work				
4. Measures taken to prevent hazards from the occasional use of flammable materials near electrical equipment				
D. Safeguards for Personnel Protection				
1. Personal Protective Equipment appropriate for the electrical hazard provided and used				
2. Insulated tools and handling equipment used for work performed near exposed energized circuits				
3. Protective shields, barriers, or insulating materials used near exposed electrical circuits or where dangerous electric heating or arcing may occur				
4. Appropriate alerting techniques used to warn and protect workers				

Key to Electrical Safety-Related Work Practices Checklist

C. Use of Equipment

1. A number of procedures for working with portable electrical equipment are detailed in the model written program.
2. Extension cords should not be used in place of permanent wiring. A number of additional procedures for working with extension cords are detailed in the model written program.
3. A “qualified person” has been trained in the avoidance of electrical hazards of working on or near exposed energized circuits as well as the use of specific test equipment.
4. The use of flammable materials near exposed, energized circuits presents significant hazards and must be controlled. Additional information is available in the model written program or through EHS.

D. Safeguards for Personnel Protection

1. Information on personal protective equipment for electrical work is available through EHS.
2. Self explanatory
3. Additional information available in the model written program or through EHS
4. A number of alerting techniques should be considered depending on the layout of the work area. These could include signs or labels, barricades, or an additional person to act as an attendant. Consult the model written program or EHS for additional information.