

## ELECTRICAL

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 to the workplace)

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

Have all power leads been inspected and tagged?  Yes  No

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