

ELECTRICAL SAFETY CHECKLIST

HEALTH, SAFETY & ENVIRONMENT MANAGEMENT SYSTEM

1. INSPECTION INFORMATION

Project / Site:		Location / Area:	
Inspection Date:		Inspection Time:	
Inspector Name:		Company / Contractor:	
Activity / Work Area:		Electrical System / Equipment:	
Voltage / Supply:			

Instructions: Mark ✓ under Yes, No, or N/A for each applicable item. Record details of any non-compliance in the Remarks / Corrective Action column. Significant findings should be transferred to the Findings & Corrective Actions section.

2. ELECTRICAL SAFETY INSPECTION CHECKLIST

No.	Inspection Item	Yes	No	N/A	Remarks / Corrective Action
1	Has the electrical work or activity been properly planned and assessed before work starts?	☐	☐	☐	
2	Has a suitable electrical risk assessment or task-specific hazard assessment been completed?	☐	☐	☐	
3	Are electrical installations, equipment and systems inspected and maintained by competent persons?	☐	☐	☐	
4	Are electrical workers suitably trained, competent and authorized for the work they perform?	☐	☐	☐	
5	Are electrical panels, distribution boards and switchboards properly secured and protected against unauthorized access?	☐	☐	☐	
6	Are electrical panels clearly identified and provided with appropriate circuit identification?	☐	☐	☐	
7	Are electrical panels free from exposed live parts, damage, overheating or other visible defects?	☐	☐	☐	
8	Are suitable protective devices such as circuit breakers and residual-current protection provided where required?	☐	☐	☐	
9	Is effective grounding/earthing provided for electrical systems and equipment where required?	☐	☐	☐	
10	Are electrical cables and cords free from cuts, exposed conductors, damaged insulation or unsafe repairs?	☐	☐	☐	
11	Are cables routed and protected to prevent mechanical damage, crushing, trip hazards and contact with water?	☐	☐	☐	
12	Are temporary electrical connections properly installed and protected from unauthorized modification?	☐	☐	☐	
13	Are plugs, sockets, connectors and extension leads in good condition and suitable for the intended use?	☐	☐	☐	
14	Are multiple plugs, adapters and extension arrangements used safely without	☐	☐	☐	

No.	Inspection Item	Yes	No	N/A	Remarks / Corrective Action
	overloading circuits?				
15	Are portable electrical tools and equipment inspected before use and free from visible defects?	☐	☐	☐	
16	Are electrical tools and equipment fitted with required guards, protective devices and suitable cables?	☐	☐	☐	
17	Are defective electrical tools, equipment and cables immediately removed from service?	☐	☐	☐	
18	Are electrical installations and equipment adequately protected from water, moisture and adverse environmental conditions?	☐	☐	☐	
19	Are electrical cables kept away from sharp edges, hot surfaces, moving equipment and other sources of damage?	☐	☐	☐	
20	Are electrical equipment and cables positioned to prevent contact with standing water or wet areas?	☐	☐	☐	
21	Are safe clearances maintained from overhead power lines and other energized electrical sources?	☐	☐	☐	
22	Are underground electrical services identified and protected before excavation or ground-disturbance activities?	☐	☐	☐	
23	Are appropriate lockout/tagout or isolation procedures implemented before electrical maintenance or repair work?	☐	☐	☐	
24	Is the absence of voltage verified before work begins on isolated electrical equipment where required?	☐	☐	☐	
25	Are suitable electrical PPE and insulated tools provided and used for electrical work where required?	☐	☐	☐	
26	Are electrical rooms, panels and equipment areas kept clear of combustible materials and unnecessary storage?	☐	☐	☐	
27	Is adequate access and working space maintained around electrical panels and equipment?	☐	☐	☐	
28	Are warning signs, electrical hazard labels and required emergency information clearly displayed?	☐	☐	☐	
29	Are suitable emergency arrangements available for electrical shock, electrical fire and other foreseeable electrical emergencies?	☐	☐	☐	
30	Are identified electrical deficiencies corrected and verified before the affected equipment or installation is returned to service?	☐	☐	☐	

3. FINDINGS & CORRECTIVE ACTIONS

No.	Finding / Observation	Risk Level	Corrective Action	Responsible Person	Due Date / Status
1					
2					
3					
4					

5					
6					

Risk Level: Low / Medium / High / Critical | Status: Open / In Progress / Closed / Verification Required

4. OVERALL ASSESSMENT

☐ Satisfactory	☐ Needs Improvement	☐ Unsatisfactory	☐ Immediate Action Required
Positive Safety Practices Observed			
Key Areas Requiring Improvement			
Immediate Actions Required (if any)			

5. SIGN-OFF

INSPECTOR	SUPERVISOR / RESPONSIBLE PERSON
Name:	Name:
Signature:	Signature:
Date:	Date:

IMPORTANT SAFETY DISCLAIMER

This checklist is provided as a practical safety inspection aid. It does not replace applicable legislation, regulatory requirements, project-specific HSE requirements, risk assessments, method statements, approved procedures, electrical codes, manufacturer instructions, or competent professional judgment. Users should adapt the checklist to the specific project, electrical systems, equipment, activities, hazards, contractual requirements, and applicable legal and regulatory requirements.