



Basic Electrical Safety Inspection

To Be Checked By Facility Personnel Before Every Major Public Event

****Any Repairs Should Be Performed By A Qualified Person****

Outlets and Switches

- _____ All outlets and switches should be unbroken and in good condition to prevent electrocution.
- _____ All outlets and switches should have undamaged wall plates to prevent exposure to live wiring.
- _____ Plugs should fit tightly in outlets. Worn outlets with loose-fitting plugs can overheat and cause a fire.
- _____ All outlets should be 3-hole grounding outlets to protect against electrocution.
- _____ Don't overload outlets with too many appliances. Compare the wattage rating labels on plugged-in equipment with the allowable amps for the circuit. Divide the total watts by the voltage to get amps; e.g., 1,800 watts divided by 120 volts equals 15 amps; 2,400 watts divided by 120 volts equals 20 amps).
- _____ There should be safety covers on all unused outlets that are accessible to children.
- _____ Outlets and switches should not be unusually warm or hot to the touch—this may indicate an unsafe wiring condition and should be checked by a qualified person as soon as possible.

Cords (Including Extension Cords)

- _____ Cords should be in good condition—not frayed or cracked. Splicing is not allowed.
- _____ Cords should be placed out of traffic so people and animals won't walk on or trip over them.
- _____ Keep cords, fans, and electrical equipment out of reach of animals.
- _____ Cords should not be nailed or stapled to the wall, baseboard, etc. This can damage the cord and cause a fire.
- _____ Cords should not be covered by carpets or rugs, nor should they be run through holes in walls, floors, ceilings, doorways, or windows—the cord may overheat or become damaged and cause a fire.
- _____ Do not rest any equipment or furniture on cords—this can damage the cord and cause a fire.
- _____ All extension cords should have a 3-prong plug and receptacle to protect against electrocution.
- _____ Extension cords should not be overloaded (compare the wattage rating on the cord label with the labels on any plugged-in equipment). Also, make sure all extension cords are 16 gauge or heavier—light, 18 gauge cords can overheat at 15 or 20 amps. Overloaded cords cause many fires. (When referring to the gauge of electrical cords, smaller numbers correspond to thicker wires.)
- _____ Extension cords should not be used as permanent wiring. Install additional permanent outlets if necessary.
- _____ Extension cords used outdoors should be specifically marked for outdoor use to protect against electrocution.
- _____ Where young children are present, extension cords should have safety closures to protect against shock and mouth burn injuries.
- _____ Cords should not hang over countertops where children can pull electrical equipment down on themselves.

Plugs

- _____ The ground pin (third prong) should never be removed—this could lead to electrical shock.
- _____ Plugs that don't fit should not be forced into an outlet. Polarized plugs (with one blade wider than the other) should not be trimmed to fit a nonpolarized outlet. Polarized plugs ensure that the hot wire travels through the switch before entering the tool or equipment. This helps ensure that there are no live wires in the equipment unless the switch is turned on.

Ground Fault Circuit Interrupters (GFCIs)

- _____ GFCIs should be used in any area where people are “grounded” or where moisture and electricity may come into contact (receptacles located outdoors, in bathrooms, kitchens, garages, crawl spaces, buildings with dirt or concrete floors, around watering tanks, fences, pens, gates, etc.). When a GFCI senses any current leakage (which might be flowing through a person), it interrupts power fast enough to limit the severity of electrical shock.
- _____ Test GFCIs regularly.

Light Bulbs

- _____ Check the wattage of all light bulbs. Any bulb that has a higher wattage than allowed by the label on the fixture should be replaced so it won't cause a fire.
- _____ Bulbs should be screwed in securely to prevent overheating.
- _____ Keep halogen lamps away from children, traffic areas, curtains, and combustible materials—these lamps become very hot and can cause fires.

Circuit Breakers / Fuses / Panels

- _____ Each circuit breaker, fuse, and disconnect switch should be labeled to identify the equipment or circuit it controls. This saves time when electricity must be shut off quickly during an emergency in order to save a life or put out a fire.
- _____ Doors to electrical panels should be kept closed, and there should be no unused openings in panels, junction boxes, etc.
- _____ Do not store materials around or against electrical panels. Keep a sufficient area clear to provide emergency access and to allow electricians to work safely.
- _____ If a circuit breaker trips frequently or a fuse blows repeatedly, have the problem checked by a qualified person. Circuit breakers and fuses should be the correct size current rating for their circuit. Do not simply install a larger fuse or circuit breaker to prevent it from tripping—this may cause a fire.

Equipment and Mechanical Rooms

- _____ Doors to equipment and mechanical rooms should be locked to protect children and unqualified personnel.

Water and Electricity Don't Mix

- _____ Never use electrical tools or appliances in rain or in wet conditions. Don't place electrical appliances and cords where they might come into contact with water.
- _____ If a plugged-in appliance or tool has gotten wet—don't touch it, even if it is turned off. Unplug it first, label it "Dangerous, Do Not Use," and have it replaced or checked by a qualified repair person.

Power Tools / Appliances (Including Fans and Radios)

- _____ All portable equipment, appliances, and power tools should have a 3-prong plug or a manufacturer's label stating that it is double insulated.
- _____ If an appliance or tool repeatedly blows a fuse, trips a circuit breaker, or if it has given you a shock, unplug it, label it "Dangerous, Do Not Use," and have it replaced or checked by a qualified repair person.
- _____ Never carry a power tool or appliance by the cord. When unplugging, always pull the plug—not the cord. Pulling on the cord may damage the wires and insulation, possibly leading to electrical shock and fire.
- _____ Unplug tools and appliances before cleaning them.

Working Safely Around Electricity

- _____ Keep ladders, scaffolds, flagpoles, tents, and equipment at least 10 feet away from power lines. Use fiberglass ladders instead of metal ladders whenever you change light bulbs or do any other work around electricity.
- _____ Verify the location of all buried or embedded electrical circuits before digging or cutting.
- _____ If someone is shocked by electricity, disconnect the power source by turning off the circuit breaker. Never try to grab the person or move a power line with any object until the power is turned off, or you may be electrocuted.
- _____ If you are in a vehicle and it comes into contact with a power line, do not try to leave the vehicle because it and the ground around it may be electrified. Wait until the power company arrives and shuts off power. If it is absolutely necessary to leave the vehicle (e.g., if it is on fire), then jump free of the vehicle and hop to safety with both feet together. Do not try to climb out of the vehicle as you would normally.