

Date: _____

Inspector(s): _____

Job Title: _____

Chair: _____

Signature: _____



THOMPSON RIVERS UNIVERSITY

ELECTRICAL HAZARD CHECKLIST

This list is not exhaustive and over time new hazards may come to be. The space at the bottom is for you to add your own identified hazards. Please notify the OH&S department so the checklist can be updated with these additions. Answering 'no' to any of the following questions indicates a need for corrective action to be taken.

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
1.	Hazard & Location					
1.	Scaffolds – Is there proper training in its use? Is fall protection provided? Is fall protection used over a height of 10 ft? (246)					
2.	Forklift – Is persons operating the forklift certified? Is a forklift inspection form filled out each day before use? Is it in good condition?					
3.	Extension ladder – Are persons trained in safe ladder use? Has ladder been inspected before use? Is there a spotter for persons on ladder? Is the ladder tied off when over 10 ft.? (246)					
4.	Storage -Are materials safely and properly stored? (246)					

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
1.	General safety – are electrical safety procedures posted and enforced? Are protocols in place for PPE? Are there signs of safety rules posted? Is there adequate training? Are there any “no food or drink” signs? Is there an eyewash station located there? (242)					
2.	Hand Tools – Are hand tools in good condition? Are hand tools properly stored? (242)					
3.	Are shelving units secured? Are items stored properly and safely on shelving? (242)					
4.	Are materials safely and properly stored? (242)					
5.	Drill Press – Is there adequate training and supervision? Are there safety stickers on the saw? Are guards in place? (230)					
6.	Electricity – Is there adequate training and supervision? Is there an ESD installed on electrical components? (242)					
7.	Power tools – Are all power tools inspected before use? Are all power tools in good condition? Are all guards in place? Are there any safety stickers? (training house)					
8.	Ladder – Are persons trained in safe ladder use? Has ladder been inspected before use? Is there a spotter for persons on ladder? Is the ladder tied off when over 10 ft.? (training house)					
9.	Loose wires – Are there cleanup procedures for loose wires? (training house)					

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
10.	Are there clean up procedures posted for cleaning floor surfaces? (274,training house)					
1.	Electricity – Are lab safety protocols posted? Is there signage indicating Safety Eyewear? (247,249,241,237,235)					
2.	Lab Procedures – Are lab safety procedures posted? Is there adequate training and supervision? (247,249,241,237,235)					

General Issues to Always Look For

- Cords: Damaged extension cords, chains of extension cords, Male prong missing, proper wire size
- Lockouts: when doing work on any piece of power equipment, proper precautions must be taken to ensure the power source has been eliminated and locked out. If it's just a matter of unplugging the cord from the wall, the individual doing the work must have a constant view of the unplugged cord.
- Safe work procedures: safe work procedures must be readily available at all times
- Spills: ensure anything spilled has been cleaned up to avoid slipping hazards and exposure, a procedure should be in place to remedy accidental spills
- Work benches: work space on benches should be adequate to work safely
- Walkways: designated walk ways and safety areas should be clearly marked
- Combustibles: a collection of combustible materials such as oil rags, cardboard or garbage should be eliminated
- Equipment: equipment used must be certified and in good working condition. Anything broken should be flagged and not used.
- PPE: requirement signs should be posted on doors to shops and requirements MUST be enforced
- Training: all students need to be trained on any safety issues and equipment they are expected to use. It is a good idea to also do a follow up refresher training mid term.
- Eyewash: eyewashes should be flushed often to avoid dirt build up and to ensure they are working adequately
- Distraction: it is crucial to ensure students are totally focused on their tasks. All distractions should be avoided.
- Containers: any container that holds chemicals MUST be properly labeled and stored
- High hazard areas should be clearly marked and identified, either with signs or floor taping
- A program for servicing and preventive maintenance should be in place
- Signs: relevant warning signs relating to ALL workshop hazards should be displayed

- Waste: waste materials should be stored appropriately, and a procedure should be in place to legally dispose of the waste
- Housekeeping – if upon inspection you notice that lighting is not adequate, doors don't close properly, or something is damaged, make note of it to ensure the right people are informed
- Clutter – walkways, doorways and places where hazardous materials are stored should be free of clutter to avoid trips etc