

Electrical & Technical Shop Safety Checklist

Lab/Shop/Classroom: _____

Date: _____

Completed By: _____

Supervisor/Instructor: _____

Electrical Isolation & Lockout:

- Lockout/tagout procedures posted/accessible
 - Current/up to date
- Locks and tags available
- Energy isolation verified
- Zero-energy checks performed
- Lockout/tagout training completed
 - Documented for review

Live Work & Arc Flash Controls:

- Live work minimized when possible
- Authorization required
 - Authorization process clearly communicated & understood
- Barriers/shields in place
 - Operable
- Arc flash labels present and legible
- Risk assessment completed
 - Available for review

Tools & Test Equipment:

- Insulated tools available
- Test meters available and operable
 - CSA approved
- Equipment is properly calibrated
- Leads are intact
- Proper CAT rating used

Stored Energy Systems:

- Capacitors discharged
- Hydraulic systems depressurized
- Pneumatic systems are isolated
- Spring-loaded systems controlled
- Bleed-down procedures posted

Panelboards & Power Distribution:

- Panels are accessible
 - Labeled
 - Not obstructed
- No exposed conductors
- Breakers are labeled
- Covers are secure
- No unauthorized modifications

PPE & Shock Protection:

- Insulating gloves available
- Face shields available
 - In use where required
- Arc-rated clothing
 - Supplied when needed
- Footwear is compliant with policy
- PPE inspected regularly for compliance
 - Inspection logs available

Machine Safety & Guarding:

- Emergency stops are functional
- Guards are in place
 - Free from obstruction or damage
 - Not modified
 - Not bypassed
- Interlocks are working properly
- No concerns of manipulation or bypassing
- Safe start-up procedures communicated and understood

Workstation & Cable Management:

- Cords are organized and managed
- No damaged insulation
- No daisy-chaining power bars
- Trip hazards are controlled
- Benches/workstations are organized and free from unnecessary materials

Training & Authorization:

- Electrical safety training is current
 - Documentation available
- Authorized-user lists posted
 - Maintained & up to date
- Restricted access is enforced
- SOPs available and accessible
- High-risk work is supervised

Findings & Actions:

Issues Identified:

Required Actions:

Escalated to: _____

Target Date: _____

Signature: _____

Risk-Rating Safety Checklist Form

(optional tie-in with spreadsheet tracking)

Scoring Guide:

0 – Compliant

1 – Moderate risk

2 – High Risk [immediate action required]

Section Scoring:

Area	0	1	2	Score
Electrical Isolation & Lockout				
Live Work & Arc Flash Controls				
Tools & Test Equipment				
Stored & Energy Systems				
Panelboards & Power Distribution				
PPE & Shock Protection				
Machine Safety & Guarding				
Workstation & Cable Management				
Training & Authorization				
Incident & Electrical Event Management				

Risk Summary:

Total Score: _____ /20

Score	Rating	Action
0-3	Low	Maintain controls
4-7	Moderate	Correct within 30 days
8-12	High	Immediate action
13+	Critical	Stop work

Any risk marked as a “2” in the following areas requires *immediate stop work* action:

- Live work controls
- Exposed conductors
- Failed LOTO
- Improper PPE