

## ELECTRICAL SAFETY – HAZARD INSPECTION CHECKLIST

**Location/s:**

**Audit Date:** / /

**Audit Team:**

### HAZARD CHECKLIST

	ACT NOW	ACT ASAP	OK	PLAN / CONTROL
<b>WORKING IN CLOSE PROXIMITY TO OVERHEAD ELECTRICAL LINES</b>				
1. Has a risk Assessment been conducted to determine safe operating procedures and policies when undertaking work within the proximity to Overhead Electrical Power Lines?				
2. Has contact been made with power supply entity to formulate a safety plan and determine the height of powerlines and voltages?				
3. Has the height of the exposed live lines been determined?				
4. Has it been determined whether or not the lines are insulated or bare?				
5. Has the voltage of the exposed live lines been determined?				
6. Where a risk has been determined of the likelihood of machinery entering the exclusion zone around a power line - Has the power supply entity been requested to turn off the power supply?				
7. If a risk assessment has determined that the only viable control measure is to relocate the powerlines; have consultations with the power supply entity been undertaken?				
8. Has the risk assessment determined the maximum, elevated height of any machinery likely to be operated in the workplace either by you or a contractor?				
9. Has the risk assessment determined the operating characteristics, size and maneuverability of any machinery or plant that may be used around powerlines?				
10. Has the elevated working height of any equipment, tools, or machinery used in proximity to a powerline been determined?				
11. Have irrigation pipe stacks, pipe trailers and other plant with a potential to enter the exclusion zone around a power line been relocated?				
12. Has the risk assessment determined the proximity of fixed or stationery plant and structures such as overhead powerlines?				
13. Has the risk assessment determined the location of supporting structures such as poles and towers in relation to the work to be performed?				
14. Are power-poles marked with reflective strips or other signage?				
15. Are pole stay wires marked with reflective strips or other signage?				
16. Has the terrain relating to slope, ground surface and other				

	ACT NOW	ACT ASAP	OK	PLAN / CONTROL
factors such as wet or grumbling round been undertaken to assess the likelihood of the operating plant or vehicle moving into exclusion zones?				
17. Has visibility of all structures been assessed particularly in relation to the visibility from working plant or vehicles in all weather conditions including night?				
18. Has a property plan including the location of powerlines, their height voltage and associated structures such as poles and stays been prepared?				
<b>ELECTRICAL TOOLS AND POWER SUPPLY</b>				
19. Are the entry points of underground electrical cables entering sheds or other structures clearly marked?				
20. Are the General Power Outlets protected by the installation of residual current devices (RCD's) to prevent electrical shock?				
21. Are portable RCD units available for use with electrical equipment when such equipment is not being used on a protected circuit?				
22. Have all RCD's, electrical appliances and power tools used in the workshop been inspected, tested and tagged by a qualified person?				
23. Are electrical switches, General Power Outlets and switch boxes maintained in proper working order and kept clean from a build up of rubbish and spider-webs etc?				
24. Are electrical circuit boards and other electrical switch equipment situated in positions where they can't be struck by vehicular or pedestrian traffic?				
25. Are all extension leads suspended clear of work situations where they cross passageway/access-way or where fluids may affect them?				
26. Is it a known policy that power leads are to be uncoiled when in use to prevent heat build-up and the possibility of fire?				
27. Are there any wet or damp areas that may pose an electrical hazard in or around the work area?				
28. Do all mains power switches controlling electrical circuits incorporate a lockout device to prevent inadvertent energizing of any circuit whilst servicing or maintenance of equipment is being done?				
29. Are all power tools and extension leads double insulated?				
30. Where recommended by the manufacturer are all guards installed on all power tools?				
31. Have double-adapters or piggy-back plugs been withdrawn from use where it is illegal to use those devices?				
<b>OTHER HAZARDS IDENTIFIED</b>				

## MANAGEMENT COMMENTS

## ACTION PLAN FOR IMPROVEMENT

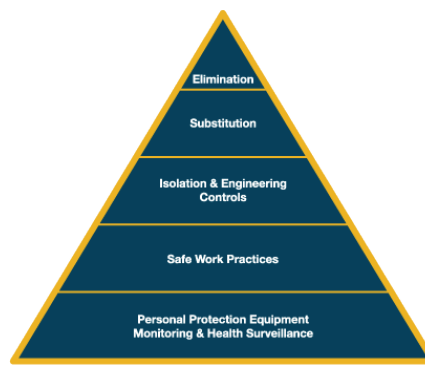
WHAT IS TO BE DONE	PRIORITY	WHO	WHEN	CHECK
			/ /	

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## LEGEND

First, identify and assess the risks (as indicated below) by placing a tick in the relevant area box above, then decide on the best way to control the risk, by applying the Hierarchy of Controls.

<b>ACT NOW</b>	Do something about these risks immediately. Stop task until the hazard is controlled and the risk managed.
<b>ACT ASAP</b>	Do something to manage these risks as soon as possible.
<b>OK</b>	Ok at the moment. Review if any work methods, procedures etc change.
<b>PLAN / Control</b>	Develop plan to manage these risks / note any suggestions on how the risk might be or was managed/controlled. The hierarchy of controls can be applied here.



Hierarchy of Controls: The Practicability Test

**Elimination** - remove the hazard at source

**Substitution** - eg. replacing one substance or activity with a less hazardous one

**Isolation & Engineering** - eg. installing guards on machinery

**Safe Work Practices** – administrative policies and procedures for safe work practice

**Personal Protective Equipment** - eg respirators, ear plugs