



Environmental Health & Safety
Department

Electrical Safety Checklist

EOSMS-301

Last Updated: XX/XX/XX

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Instructions: This form should be completed by the supervisors of employees whose work duties involve working on electrical system of 50 volts or more. The completed form should be submitted to Henry Salley via scan and e-mail to hsalley@kennesaw.edu.

Completed By

First Name		Last Name	
Job Title		Department	
Supervisor Name		Supervisor Tel #	

Task performed on live electrical parts	Yes	No	Voltage range of electrical equipment being worked on, if known
Do employees perform work on circuit breakers or fused switch operation with covers off?	<input type="checkbox"/>	<input type="checkbox"/>	
Do employees perform work on energized electrical conductors and circuit parts, including voltage testing?	<input type="checkbox"/>	<input type="checkbox"/>	
Do employees remove or install circuit breakers or fused switches?	<input type="checkbox"/>	<input type="checkbox"/>	
Do employees remove bolted covers to expose bare, energized electrical conductors and circuit parts?	<input type="checkbox"/>	<input type="checkbox"/>	
Do employees open hinged covers to expose bare, energized electrical conductors and circuit parts?	<input type="checkbox"/>	<input type="checkbox"/>	
Do employees insert or remove circuit breakers from cubicles with door open or closed?	<input type="checkbox"/>	<input type="checkbox"/>	
Do employees de-energize live electrical parts before they perform work on them?	<input type="checkbox"/>	<input type="checkbox"/>	
Are employees provided with insulated tools when performing electrical work?	<input type="checkbox"/>	<input type="checkbox"/>	
Are employees performing electrical work provided with personal protective equipment?	<input type="checkbox"/>	<input type="checkbox"/>	