Electrical Safety Do’s and Don’ts Checklist

DO:

Check wiring to make sure it’s
  - properly insulated
  - the right choice for the job (e.g., labeled for use outdoors or in work areas with hazardous substances)

- Check that electrical connections are tight.
- Match plugs and outlets (three-pronged plugs go in three-pronged outlets only).
- Read and follow manufacturer’s instructions for electrical equipment.
- Leave work on energized equipment to qualified workers.
- Obey warnings to stay away from electrical circuits and locked-out equipment.
- Wear rubber gloves and any other assigned protective clothing and equipment.
- Keep machines and tools lubricated.
- Keep the work area clean, and promptly and properly dispose of oily rags, paper, sawdust, or anything else that could burn.
- Use extension cords only when authorized—and of the right capacity.
- Keep electrical equipment clean.
- Inspect electrical tools before each use.
- Report any electrical tool, equipment, or wire problems immediately.
DON'T:

- Overload motors, circuits, or outlets.
- Run cords along the floor.
- Use temporary wiring.
- Put anything but a plug into an electrical outlet.
- Touch anything electric with wet hands.
- Leave machinery or heating equipment running unattended after working hours.
- Let cords get twisted or tangled.
- Get closer than 10 feet to a power line (if you’re an unqualified employee).
- Reach blindly into a space that may contain energized equipment.
- Wear metal jewelry when working with electrical appliances.
- Use a power tool that smokes, sparks, smells, or shocks.