

Preventative actions checklist

This checklist will help you to identify hazards associated with electrical work and to develop safe work methods.

If you answer 'NO' to any question you are not following best practice and may be in breach of your WHS duties.

Part 1: Initial assessment

	YES	NO
Can the work be undertaken while the electrical equipment is de-energised?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, go to Part 2. If No, is it: <ul style="list-style-type: none"> necessary in the interests of health and safety that the electrical work is carried out on the equipment while the equipment is energised? 	<input type="checkbox"/>	
Or <ul style="list-style-type: none"> necessary that the electrical equipment to be worked on is energised in order for the work to be carried out properly? 	<input type="checkbox"/>	
Or <ul style="list-style-type: none"> is it necessary for the purposes of electrical testing required under WHS Regulation 155? 	<input type="checkbox"/>	
Or <ul style="list-style-type: none"> are there no reasonable alternative means of carrying out the work? 	<input type="checkbox"/>	

If your answer to any of these is 'yes' go to Part 3 after considering whether part of the installation or equipment may be de-energised while the work is carried out.

If you cannot answer 'yes' to any of these go to Part 2—you must work de-energised.

Part 2: Work de-energised

	YES	NO
Do you have approved test instruments suitable for the task?	<input type="checkbox"/>	<input type="checkbox"/>
Have you checked that the test instruments are functioning correctly?	<input type="checkbox"/>	<input type="checkbox"/>
Have you isolated the supply, for example by switching off?	<input type="checkbox"/>	<input type="checkbox"/>
Have you conclusively tested that the equipment is de-energised?	<input type="checkbox"/>	<input type="checkbox"/>

When a safe work method statement is required for the work, you must ensure the work is carried out in accordance with the safe work method statement.

Go to Part 4.

Part 3: Work on or near energised equipment

	YES	NO
Has a risk assessment been conducted by a competent person which identifies all electrical hazards and non-electrical hazards, both actual and potential?	<input type="checkbox"/>	<input type="checkbox"/>
Is the work area clear of obstructions to allow for easy access and exit?	<input type="checkbox"/>	<input type="checkbox"/>
Is the isolation point clearly marked or labelled, clear of obstructions so as to allow for easy access, and capable of being operated quickly?	<input type="checkbox"/>	<input type="checkbox"/>
Has the person with management or control of the workplace been consulted about the proposed electrical work?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a safe work method statement for the task at hand? This should state the control measures required to eliminate or minimise the risks.	<input type="checkbox"/>	<input type="checkbox"/>
Have you ensured the person carrying out the work is a competent person?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ensured that the person carrying out the work has tools that are suitable for the work, properly tested and maintained in good working order?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ensured that the person carrying out the work has testing equipment that is suitable for the work, properly tested, and maintained in good working order?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ensured that the person carrying out the work has PPE that is suitable for the work, properly tested and in good working order? (For example safety helmet and boots, insulating gloves).	<input type="checkbox"/>	<input type="checkbox"/>
Do you have the appropriate insulating mats and sheeting?	<input type="checkbox"/>	<input type="checkbox"/>
Is a safety observer present? <i>Note: a safety observer is not required for electrical work if it only involves testing and the risk assessment shows that there is no serious risk associated with the work.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Are the necessary first aid facilities provided and accessible and are unauthorised persons prevented from entering the work area?	<input type="checkbox"/>	<input type="checkbox"/>

Remember:

- Do the work very carefully.
- Follow the safe work procedures.
- Assume all exposed conductors are energised.
- Be aware of the voltage to earth of all exposed conductors.

Part 4: After completing the work

	YES	NO
Have the installations/circuits/equipment been restored to a safe and operable condition?	<input type="checkbox"/>	<input type="checkbox"/>
Have all tags and locking-off devices been removed?	<input type="checkbox"/>	<input type="checkbox"/>