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ELECTRICAL SAFETY CHECKLIST



1. CONDUCT INSPECTIONS REGULARLY

- Create and follow a schedule for routine safety tests and inspections.
- Have team members check electrical accessories and appliances for obvious visible wear and tear or damage that may be hazardous. Replace cables as necessary.

2. RUN REGULAR AND PUNCTUAL MAINTENANCE

- Create and follow a schedule to have electrical equipment maintenance performed. The frequency of maintenance will vary for the different electrical equipment you may have.
- Testing of equipment should be comprehensive and completed by a skilled electrical engineer. Even with regular checks by employees, there may be hazards that can only be found by trained professionals, so do not forgo maintenance checks.
- Try to schedule maintenance concurrently with cleaning times to minimize disruptions for guests.

3. VET CONTRACTORS AND ELECTRICIANS

- When it is time to hire contractors and electricians, review qualifications and experience first before price. It is better to pay a higher price for quality work than a cheaper price that may result in faulty work.
- A competent electrical contractor can identify the scope of inspection and testing required for your facility and provide recommendations for improvements to safety, reliability and efficiency. Additionally, they should be able to assist you in putting together a testing and inspection strategy if you do not already have one.

ELECTRICAL SAFETY CHECKLIST



4. TRAIN AND EDUCATE

- Provide your employees with basic training and education on electrical safety, including how to work around electrical equipment, keep electrical equipment well maintained, and generally prevent electrical hazards.

5. MAINTAIN FIRE SAFETY EQUIPMENT

- Electrical accidents and hazards can result in fires, whether a safety checklist is followed regularly or not. As such, it's important to keep fire extinguishers nearby and ensure that all fire alarms are in working order. Fire extinguishers should receive full maintenance checks yearly; smoke alarms should receive maintenance checks monthly.