

Electrical safety checklist for small construction sites

Who is this checklist for?

This checklist is a guide for a person conducting a business or undertaking (PCBU) who manages or controls a small construction site. It shows what you should consider when setting up and using electricity. It outlines what WorkSafe expects you to check every day, what should be checked when the site is first set up, and what should be checked regularly (and as needed).

The checklist is a guide to help you to identify where you may need to take action. It does not cover all legal requirements or all your workplace health and safety duties.

Site/location details

Site name and location:

Checklist completed by: (name, title, company)

Date: DD / MM / YEAR

Process for notifying WorkSafe about electric shocks

You must have a process for notifying WorkSafe if an electric shock exposes a worker or any other person to a serious risk to their health and safety, or if someone is seriously injured at work.

- Everyone on site knows the process to follow after an electric shock or other notifiable event – and who is responsible for notifying WorkSafe.

Check these things every day

At the start of every day, check for new risks, new equipment, and any changes to the site layout. Everyone on site should know if anything has changed and what they need to do or be aware of (eg to eliminate or minimise new electrical safety risks). Give any new workers the information, training, instruction and supervision needed to use electricity and electrical equipment safely.

You and other PCBUs (eg other contractors) must, so far as is reasonably practicable, consult, cooperate and coordinate activities to manage electrical safety risks, as well as other health and safety risks. All workers on site must make sure that all electrical equipment provided or used is operated safely and PCBUs must make sure that all electrical equipment is maintained so that it remains safe.

RCDs

On a construction site, all appliances, light sources and other electrical equipment (including kettles and microwaves) should be supplied with electricity through an RCD that provides protection against electric shock.

- All electrical equipment on site RCD-protected
- All RCDs tested using test button, including RCDs on PSOAs

Other electrical equipment

- Electrical equipment (including cords and leads) checked for faults and visible signs of damage, such as:
 - cracked casings
 - missing or damaged guards
 - nicked cables; tape covering nicks or cuts
 - dry and brittle insulation
 - burn marks or signs of overheating
 - RCDs not tripping when tested
- Faulty equipment immediately removed – then repaired and tagged by a licensed electrical worker, or replaced

Environmental hazards

- Electrical equipment protected from weather
- Electrical equipment protected from other harm (eg dust, water, chemicals, steam, UV rays)
- Power tool users able to work under cover during rain
- Battery chargers used in dry and dust-free environments

Leads and cords

- Leads and cords arranged to prevent slips and trips
- Leads raised up rather than run across the ground (eg hung on non-conductive hooks)
- Cable protectors cover any leads that must run across ground
- Workers can reach raised leads and plugs without a ladder
- Extension leads have heavy-duty sheathed cords
- Extension leads stored away when not in use

PPE

- Suitable personal protective equipment (PPE) used, along with other control measures

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Set-up checks

Check these things when you are first setting up your site. Continue to check them regularly while you are managing or controlling the site.

Risks

- Electrical safety risks on site identified
- Electrical safety risks eliminated, or minimised (if elimination not practicable)

Hidden cables and lines to other utilities

- Hidden electricity cables and other utility lines (such as gas pipes) located, identified and clearly marked

Induction and training process in place

- Workers trained on electrical risks on site
- Workers provided with information, training, instruction and supervision needed to:
 - use electricity safely
 - operate electrical equipment safely

General workplace facilities

- Site layout allows people to enter, exit and move about without risks to their health and safety

First aid

- Adequate first aid equipment is available
- People on site have access to first aid facilities
- People on site have access to trained first aiders (either on site, or at local medical centre or hospital)
- There are CPR-trained worker(s) on site

Emergency plan

- Emergency plan prepared for worksite
- People on site know what they have to do in an emergency

Electricity supply

If builder's temporary (temporary supply switchboard) on site

- Installed/connected/modified/moved only by a licensed electrical worker
- Has Certificate of Compliance (CoC), Record of Inspection (RoI), and Electrical Safety Certificate (ESC)
- Assessed and issued Certificate of Verification (CoV) every six months
- Close to where electrical work carried out
- Easy for workers to reach

For refurbishment/renovation/domestic builds with switchboard for completed installation supplying electricity

- EITHER equipment connected to one or more PSOAs
- OR enough fixed wire socket-outlets for all users through an auxiliary socket-outlet panel

Regular/ongoing checks

You may not need to check these things every day, but you should check them regularly.

PSOAs (Portable socket-outlet assemblies)

- Contractors coordinate PSOA use on site
- PSOAs marked as compliant with AS/NZS 3012 when purchased
- PSOAs tested and tagged by electrician regularly (at least every three months)

Equipment testing

- Schedule in place to alert you when electrical equipment due to be tested, checked, or re-certified
- Results documented after electrical equipment is tested or inspected
- Test and inspection results can be viewed on site (on paper, computer, or phone)

Repairs

- Repaired equipment has proper tag

Other things to check, if these apply to your site

Hire equipment

- Hire equipment has been tested and tagged by hire company before you hire it

If working close to overhead lines

- EITHER electricity supply isolated
- OR if isolation not practicable, another control measure in place
- Minimum approach distances (MADs) identified
See Section 9 of WorkSafe's [New Zealand Electrical Code of Practice for Electrical Safe Distances \(ECP 34\)](#).
- Compliance with minimum safe approach distance limits

Relocatable buildings and caravans

- Connection to power has RCD-protection
 - Valid Electrical Warrant of Fitness (EWOFF) issued by electrical inspector
 - Connection to power has RCD-protection
- Permanent supply leads:
- EITHER raised on insulated supports
 - OR buried inside conduit in marked location
 - All repairs carried out by a qualified person (such as a licensed electrical worker)

For more information: worksafe.govt.nz

This checklist can be downloaded and printed from: worksafe.govt.nz

Some content in this checklist was adapted from the Health and Safety Executive publication *The absolutely essential health and safety toolkit for the smaller construction contractor* (2008) at: www.hse.gov.uk