


COVID-19 PROCEDURE

10 Point Electrical Safety Checklist for Working from Home Environments



MASTER
ELECTRICIANS
AUSTRALIA

 <p>Electrical Safety Checklist</p>	YES	NO	N/A
<p>1. Polarity</p> <p>a) Is supply polarity to the switchboard correct?</p> <p>b) Is polarity to home office power circuit/s correct?</p>			
<p>2. Safety Switches (RCD's)</p> <p>a) Is there a working Safety Switch fitted to the circuit/s supplying the home office equipment? Note: Portable RCD's acceptable to supply home office equipment.</p> <p>b) Does it trip within 300mS? Actual Test trip time _____mS</p>			
<p>3. Circuit protection</p> <p>a) If fuses are fitted to the switchboard, is the fuse for the circuit marked correctly and with the correct amperage element in it?</p> <p>b) If circuit breakers supply the home office, have they been identified and marked in accordance with AS/NZS3000</p>			
<p>4. Fixtures</p> <p>Do all electrical fixtures in the home office environment appear complete and safe, i.e. no cracked or broken switches, all fixtures firmly secured to the wall, covers over terminals, controls operating correctly?</p>			
<p>5. Are portable leads supplying home office equipment compliant?</p> <p>(no piggyback plugs or double adaptors, no frayed, or dangerous cords)</p>			
<p>6. Is electrical equipment in home office area protected from weather, animal and/or child interference?</p>			
<p>7. Lighting</p> <p>Do lighting levels in the home office area appear adequate? Lighting levels should be comfortable for the person. Consider glare, brightness, shadow, reflected light. A person working in the environment should not experience headaches from lighting during their normal work</p>			
<p>8. Electrical equipment</p> <p>a) Is the equipment used for the home office safe and fit for use?</p> <p>b) Has it been tested and tagged?</p>			
<p>9. If smoke alarms are installed in the home office area, do they work?</p>			
<p>10. If air conditioning equipment is installed in the home office environment, are the filters clean?</p>			

For more information, please contact ZILLMAN ELECTRICAL ON

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