

# Electrical and Material Storage

This OSHA based inspection is for floor managers, safety managers, and office managers to ensure compliance and a safe working place. Correct material storage in the workplace is essential for the prevention of ergonomic and object falls from heights hazards. To edit this checklist, download it or make a copy.

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By:

Date:

Time:

1. Electrical: Are all cord and cable connections intact and secure?	Yes	No	N/A	Comments
2. Electrical: Are electrical outlets free of overloads?	Yes	No	N/A	Comments
3. Electrical: Is fixed wiring used instead of flexible/extension cords?	Yes	No	N/A	Comments
4. Electrical: Is the area around electrical panels and breakers free of obstructions?	Yes	No	N/A	Comments

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5. Electrical: Are high-voltage electrical service rooms kept locked?	Yes	No	N/A	Comments
6. Electrical: Are electrical cords routed such that they are free of sharp objects and clearly visible?	Yes	No	N/A	Comments
7. Electrical: Are all electrical cords grounded?	Yes	No	N/A	Comments
8. Electrical: Are electrical cords in good condition (free of splices, frays, etc.)?	Yes	No	N/A	Comments
9. Electrical: Are electrical appliances approved (UL)?	Yes	No	N/A	Comments
10. Electrical: Are electric fans provided with guards of not over one-half inch, preventing finger exposures?	Yes	No	N/A	Comments
11. Electrical: Are space heaters UL listed and equipped with shutoffs that activate if the heater tips over?	Yes	No	N/A	Comments

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12. Electrical: Are space heaters located away from combustibles and properly ventilated?	Yes	No	N/A	Comments
13. Electrical: In your electrical rooms are all electrical raceways and enclosures securely fastened in place?	Yes	No	N/A	Comments
14. Electrical: Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, equipment, etc., and is the cord jacket securely held in place?	Yes	No	N/A	Comments
15. Electrical: Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance? (This space is 3 feet for less than 600 volts, 4 feet for more than 600 volts)	Yes	No	N/A	Comments
16. Material Storage: Are storage racks and shelves capable of supporting the intended load and materials stored safely?	Yes	No	N/A	Comments
17. Material Storage: Are storage racks secured from failing?	Yes	No	N/A	Comments
18. Material Storage: Are office equipment stored in a stable manner, not capable of falling?	Yes	No	N/A	Comments

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19.	Yes	No	N/A	Comments
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