SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Electrical Safety for Warehouse Operations Checklist

Regulation: 29 CFR 1910.303(b)

FACILITY	AREA OR EQUIPMENT ID	DATE	SHIFT
INSPECTED BY (PRINT)		SIGNATURE	

1. Procedure checks

Tick each step as it is done, in this order.

DONE	CHECK	NOTES
☐	Keep the marked floor space in front of every panel empty, always	
☐	Look over every cord and tool before you plug it in	
☐	Damaged cord or tool? Tag it, quarantine it, report it	
☐	One cord, one outlet: never plug a cord or strip into another	
☐	Keep cords out of doorways and aisles, and never under product	
☐	Grounding pin missing or bent? That cord is out of service	
☐	Pull the plug, never the cord, and never with wet hands	
☐	Burning smell, warm outlet, or a second breaker trip? Stop and report	

2. Compliance checks

Tick each item that is in place. The citation after an item is the paragraph that requires it.

DONE	CHECK	NOTES
☐	A clear working space at least 36 inches deep (deeper where Table S-1 requires it) and at least 30 inches wide or the equipment width is maintained in front of every panel and disconnect, and the space is never used for storage **29 CFR 1910.303(g)(1)**	
☐	Live parts operating at 50 volts or more are guarded: panel covers, dead fronts, and knockout fillers are in place and enclosure doors are closed **29 CFR 1910.303(g)(2)**	
☐	Electric equipment is free from recognized hazards, and listed or labeled equipment including cords, power strips, and chargers is used in accordance with its listing or labeling **29 CFR 1910.303(b)**	
☐	Flexible and extension cords are used only for permitted temporary purposes: never as a substitute for fixed wiring, never through doorways, windows, walls, ceilings, or floors, never attached to building surfaces, and never concealed **29 CFR 1910.305(g)(1)**	
☐	Cords are continuous lengths without splices or taps, strain relief at plugs is intact, and every grounding pin is present with no ground-defeating adapters in use **29 CFR 1910.305(g)(2)**	

☐	Portable cord-and-plug equipment and cord sets are visually inspected before use on any shift, and defective or damaged items are removed from service, tagged, and not used until repaired and tested **29 CFR 1910.334(a)(2)**	
☐	Grounding continuity of portable equipment is preserved: no altered plugs or receptacles and no adapters that interrupt the grounding connection **29 CFR 1910.334(a)(3)**	
☐	Tripped breakers are reset at most once by the authorized role after removing the apparent cause, and a circuit is never repeatedly reclosed or reenergized until a qualified person determines it is safe **29 CFR 1910.334(b)(2)**	
☐	All electrical servicing, maintenance, and repair is performed only by qualified persons, under the facility Lockout/Tagout SOP wherever unexpected energization could cause injury **29 CFR 1910.147(a)**	
☐	Battery chargers run on their designated circuits without extension cords, charger cords are protected from traffic, and charger areas are kept clear	

WARNINGS

Never open a panel cover or reach inside any electrical enclosure: that is qualified-person work only

Never reset a breaker more than once: a second trip means a fault, and the circuit stays off until a qualified person clears it

Never attempt any electrical repair, not even replacing a plug: tag the item out and turn it in

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE