

# **Safety Checklist: Using Electrical Equipment**

Here are simple steps that you can take to prevent harm or injury while using electrical equipment:

- ensure electrical equipment is turned off before it is checked
- check that plugs are not damaged
- check that plugs are correctly wired and maintained
- check that the outer covering of the cable or wire is gripped where it enters the plug or the equipment
- check that the outer cover of the equipment is not damaged — for example, look for loose parts or screws
- check leads, wires or cables for damage to the outer covering
- check for burn marks or staining that suggests overheating
- check that there are no trailing extension cords; if there are, tuck them out of the way to prevent accidents.