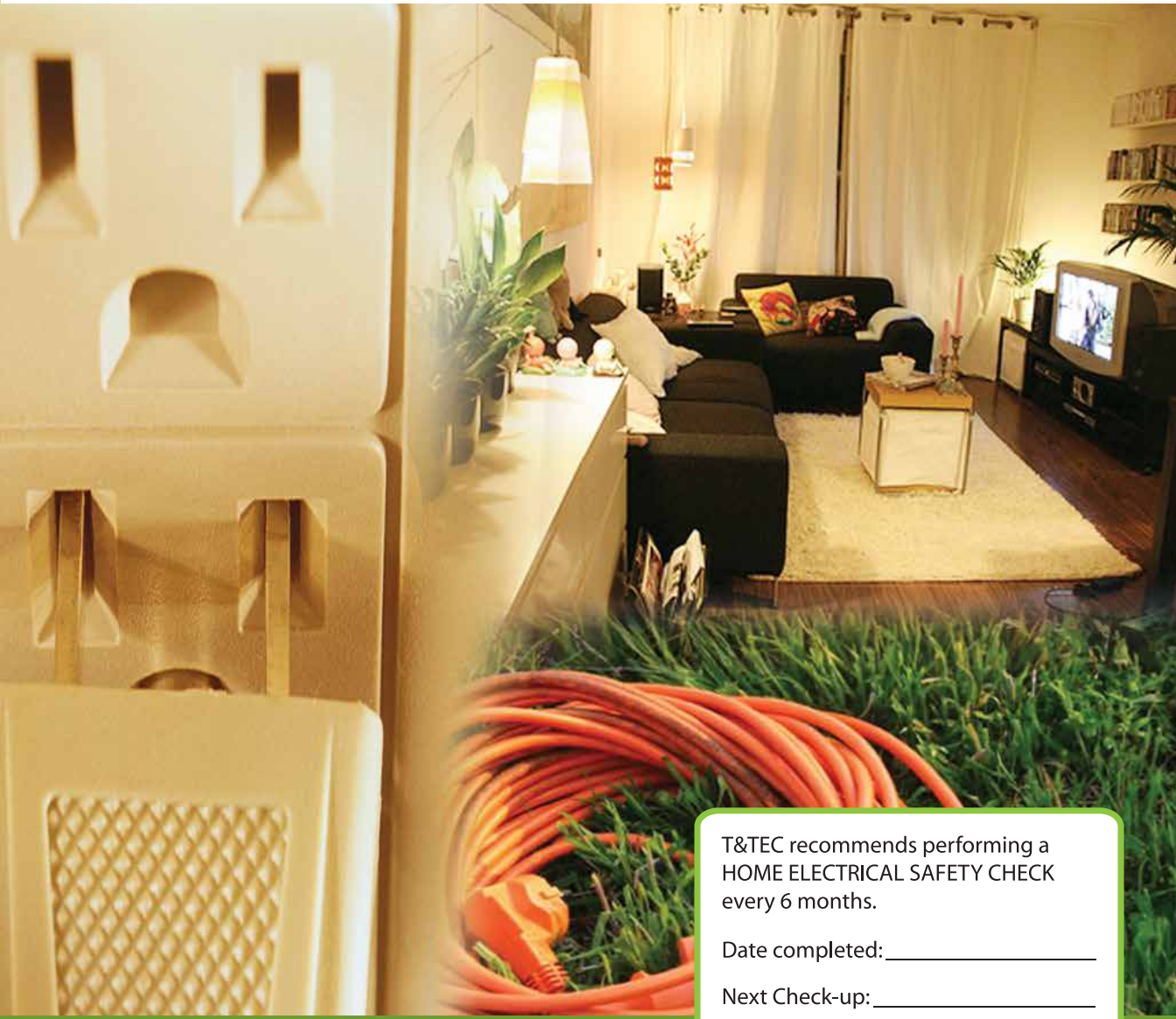
TRINIDAD AND TOBAGO ELECTRICITY COMMISSION

HOME ELECTRICAL SAFETY CHECKLIST



T&TEC recommends performing a HOME ELECTRICAL SAFETY CHECK every 6 months.

Date completed: _____

Next Check-up: _____

Contents

In ALL Rooms

Check Lights

☐ Check each light in the room, including lamps and ceiling fixtures. Is each bulb the appropriate wattage for its fixture?

NO: Replace the bulb with the correct wattage bulb. If you aren't sure, use a bulb 60 watts or less. For unmarked ceiling fixtures with miniature bulbs, use 25 watt bulbs.

A bulb that is a higher wattage than recommended may overheat the light fixture, wiring or nearby combustible materials, leading to a fire.

Check 3-Prong Adapters

☐ Are properly grounded **3-prong adapters** used to attach power cords with 3-prong plugs to older 2-prong outlets?

NO: Always connect the grounding wire or metal tab on the adapter to the center screw on the outlet cover.

The grounding feature provided by a 3-prong adapter for a 2-prong outlet is a safety feature designed to lessen the risk of fire or shock in case of an appliance fault. NEVER defeat the adapter's grounding feature or break the ground pin from a 3-prong plug.

Check Fuse Box (No fuse box? Check your Circuit Breaker Box.)

☐ Are fuses the correct size for the circuit?

NO: Install the correct size. If correct size is unknown, have an electrician identify and label the size to be used.

The wrong size fuse can allow too much current to flow and cause the wiring to overheat, creating a fire hazard.

OR

Check Circuit Breaker Box

☐ If **Ground Fault Circuit Interrupter (GFCI)** breakers are installed, are they **tested** periodically? (Note: These are similar to the GFCIs used in outlets.)

NO: Test GFCIs monthly.

To test: Push the test button. The breaker handle should go to the middle or off position.

To reset: Move the breaker handle to the off position and then to the on position.

A defective GFCI circuit breaker should be replaced by a qualified electrician.

GFCIs must be operating properly to protect against electrocution. They can fail without showing any sign of failure, so regular testing may save your life. By installing GFCIs, you are reducing your risk of electric shock.

Check Electrical Cords (including those on lamps and extension cords) and Entertainment Equipment (TVs, DVD players, computers, etc.)

☐ Is **any** cord frayed, cracked, or otherwise **damaged**?	**YES:** Replace all damaged cords or replace equipment.	*Damaged cords may have exposed live wires that can be shock and fire hazards.*
☐ Is **any** cord placed where it might be stepped on?	**YES:** Move all cords so they are out of the path of foot traffic.	*Cords placed in the path of traffic are tripping hazards. Cords can be damaged when stepped on, creating a fire or shock hazard.*
☐ Is **any** piece of **furniture** or **rug** resting on an electrical cord?	**YES:** Move cords or furniture so cords are not covered.	*Heavy weights or traffic can damage cords, crushing insulation or breaking wire strands, creating a fire or shock hazard.*
☐ Is **any** cord tightly **wrapped** around any object?	**YES:** Unwrap cords.	*Wrapped cords trap heat that normally escapes loose cords, which can lead to melting or weakening of insulation.*
☐ Are cords attached to anything (wall, baseboard, etc) with **nails or wire staples**?	**YES:** Remove any nails and/or staples and replace damaged cords.	*Nails and staples can tear or crush the insulation or cut the wires inside, presenting a fire or shock hazard.*
☐ Are **all** extensions cords equipped with **safety covers** on the unused outlets?	**NO:** Use safety covers that fill the slots of every unused outlet.	*Children can be shocked or seriously burned when they play with uncovered outlets.*
☐ Is **any** extension cord being used on a **permanent** basis?	**YES:** Have new outlets installed where needed, or move appliance closer to an outlet.	*Extension cords are not as safe as permanent house wiring. Installed wiring can carry more current and is protected from accidental damage that could cause shock or fire.*
☐ Is **all** the entertainment equipment placed so that **air** can freely circulate around it?	**NO:** Move equipment so it has room to "breathe." Avoid enclosing equipment in a cabinet without proper openings and do not store papers around equipment.	*Blocking air flow to equipment can cause overheating and a possible fire hazard. (Refer to the owner's manual for guidance.)*
☐ Is **all** the equipment in a **dry** location, free of any source of water, including rain, leaks, and spills?	**NO:** Relocate equipment away from water source such as plants and aquariums.	*Mixing electricity and water can result in a serious shock or fire hazard.*

Check Electrical Outlets and Switches

☐ If children are present, do **all** unused outlets have **safety covers**?	**NO:** Purchase safety covers for all unused outlets.	*Children can suffer serious shock and burn injuries if they insert objects into outlets.*
☐ Are all outlets and switches working properly?	**NO:** Have an electrician check the outlets and switches.	*Improperly operating outlets or switches may indicate that an unsafe wiring condition exists. A loose screw holding a wire or a worn out switch can lead to electrical arcing, overheating, or a fire.*
☐ Are **all** outlets and switches **cool** to the touch?	**NO:** Make sure appliances are not overloading the outlet. Stop using them until an electrician checks the problem.	*Unusually warm outlets or switches may indicate an unsafe wiring condition exists, such as a loose electrical connection that can start a fire. (Some dimmer switches may become warm during normal use.)*
☐ Do **all** electrical plugs fit **snugly** into all outlets?	**NO:** Have the outlet replaced.	*Loose-fitting plugs can cause overheating and fires. A loose connection cannot carry much current without getting hot.*
☐ Do **all** outlets have **faceplates** covering all wiring?	**NO:** Install faceplates.	*Exposed wiring is a shock hazard. Children may stick objects into an electrical outlet that is not covered with a plate.*

Check Ground Fault Circuit Interrupter (GFCI) Protected Outlets

☐ Do you check all your GFCI outlets regularly?

All GFCI receptacles have a manual TEST button and a RESET button. In addition there is an LED that indicates that there is power to the receptacle.

Do you have GFCI outlets installed in your:

- ☐ Kitchen- to serve countertops
- ☐ Garage
- ☐ Locations within 1.8 m (6 ft.) of outside edge of wet bar sink, laundry or utility sinks.
- ☐ All outdoor receptacles.

NO: Test every GFCI once a month according to manufacturer's instructions.

If you do not have the instructions follow this procedure:

1) Plug a light into the outlet and turn it on.
2) Press the test button. Did the light go out? If not, replace the GFCI.
3) Press the reset button. Did the light come back on? If not, replace the GFCI.

GFCIs can prevent electrocutions so make sure they're working. The Electrical Inspectorate Division mandates the use of GFCI receptacles for:

- ☐ Kitchens, (to serve countertop surfaces including islands and peninsulas),
- ☐ Bathrooms,
- ☐ Outdoor receptacles
- ☐ Laundry, utility, wet bar, and similar sinks (any receptacle within 1.8 m [6 ft] of the outside edge of the sink)
- ☐ Porches
- ☐ Hydromassage bathtubs, Spas and Hot tubs
- ☐ Swimming Pools

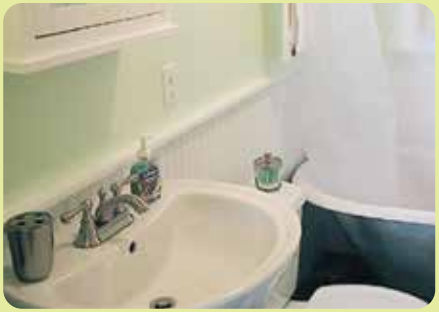
In the Kitchen

Check Counter Top Appliances

☐ Are **all** counter top appliances **unplugged** when not in use?	**NO:** Unplug when not in use.	*Unattended, plugged-in appliances may create an unnecessary risk of fire.*
☐ Are **all** appliance cords placed so they will not come in contact with a **hot surface** (e.g., oven, range burner, toaster)?	**NO:** Relocate cords away from all heat sources.	*Cords can melt or burn from excess heat. This can expose wires, which could lead to an electrical shock or fire.*
☐ Are **all** appliances located away from the **sink**?	**NO:** Relocate away from the sink area. If you can't relocate them, make sure the appliances are plugged into GFCI-protected outlets.	*Mixing electricity and water can result in an electric shock or fire hazard. Counter top appliances can be accidentally knocked into the sink or sprayed with water. Using a GFCI reduces the chance of a serious shock or electrocution.*

Check Large Appliances

☐ Have you **ever** received even a **slight shock** (other than one from static electricity) from any appliance?	**YES:** Do not touch the appliance until it has been checked by an electrician. Turn the power off to the appliance at the circuit breaker.	*A shock indicates an extremely hazardous wiring condition. There may be an internal electrical short or ground fault that could seriously injure someone who simply touches the appliance.*
☐ Is the top of, and area above, the cooking range **free of combustibles** (e.g., potholders, paper, plastic utensils)?	**NO:** Remove all possible combustibles.	*Using the range area for storage of combustibles may result in fires or burns.*



In All Bathrooms

Check Small Electrical Appliances (hairdryers, curling irons, electric razors, etc.)

☐ Are **all** appliances **unplugged** when not in use?	**NO:** Unplug all small appliances when not in use.	*Even when turned off, plugged-in electrical appliances may cause a shock hazard if they fall into water. Sometimes a worn switch may turn on with no one touching it.*
☐ Are **all** appliances in **good condition**? That is, are they working the same with no signs of damaged wiring or parts? (smoke, sparks, and noises, etc.)	**NO:** Discard or have repaired.	*Irregular operation is a sign of damage to electrical parts. Damaged appliances can become a shock or fire hazard.*

Check Electric Garden Tools (lawn mowers, hedge trimmers, weed trimmers, etc.)

☐ Are **all** power cords in good condition (e.g., no **cracks**, **exposed wires**, etc.)?	**NO:** Have damaged cords replaced by a qualified repair facility.	*Damaged cords that have exposed wires are shock and fire hazards, especially outdoors when in contact with moisture and the ground.*
☐ Are **tools** in good condition and **operating properly**? Do they function in a consistent manner and show no signs of damaged wiring or parts?	**NO:** Discard them, or have the tools repaired by a qualified repair facility.	*If a power tool is not operating as you would expect, it is usually a sign of damage. Damaged tools can become a shock or fire hazard when wiring, motors, or other electrical parts begin to wear out or fail.*
☐ Are **corded electric power tools** used around ponds or other wet or damp areas?	**YES:** Avoid using corded tools in damp or wet locations. If a tool gets wet, unplug it before touching it. Let it dry thoroughly. If the tool was immersed have it tested at a qualified repair center before trying to use it again. Or use battery powered tools if possible.	*An electric tool in water is a potential electrocution hazard. Even double insulated tools can become dangerous if they get wet. Using GFCI protection can reduce the risk of injury.*

Check Extension Cords Used Outdoors

☐ Are **extension cords** marked specifically for **outdoor use**?	**NO:** Replace with extension cords marked for outdoor use.	*Cords made for indoor use will not withstand the temperature, humidity, and mechanical stresses of outdoor use. Indoor cords are more easily damaged and could become fire or shock hazards when used outdoors.*
☐ Are **3-prong extension cords** available **and being used** with the grounded (3-prong) plugs on outdoor products?	**NO:** Obtain 3-prong extension cords with proper grounding (3-prong plugs and three-slot outlets).	*Products with 3-prong plugs are designed to lower the risk of electric shock. Using a 3- prong product with a 2-prong extension cord eliminates the protection and increases the likelihood of electrocution or fire if the tool has an internal electrical fault.*

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