

NATIONAL SAFETY SIGNS

Electrical Safety Signage & Lockout Checklist

Site audit tool for WHS managers, safety officers and facility managers

**FREE
RESOURCE**

nationalsafety signs.com.au

SITE AUDIT DETAILS

Site / Facility Name:

Date of Audit:

Auditor Name:

Site Location:

HOW TO USE: Walk your site with this checklist. For each item, tick the box if compliant. Circle or highlight any items that need attention. Use the Notes column to record action items and responsible persons.

SECTION 1 | ELECTRICAL HAZARD WARNING SIGNS

- | | |
|--------------------------|---|
| ☐ | Electrical hazard warning signs (yellow/black) are posted at all live electrical equipment and panels |
| ☐ | Signs are AS 1319 compliant in colour, symbol and format |
| ☐ | Signs are clearly visible from the approach path to the hazard |
| ☐ | Signs are in good condition — not faded, damaged, or obscured |
| ☐ | Overhead powerline hazard signs are posted where vehicles or equipment may come within proximity |
| ☐ | Temporary hazard signs are in place for any ongoing electrical work or open equipment |

SECTION 2 | SWITCHBOARD & HIGH VOLTAGE SIGNAGE

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|--------------------------|--|
| ☐ | All switchboards are clearly identified with a switchboard identification sign |
| ☐ | 'Danger' or 'Warning' signs are posted on all switchboard enclosure doors |
| ☐ | All circuits within each switchboard are individually identified (circuit directory) per AS/NZS 3000 |
| ☐ | Circuit directories are up to date following any recent electrical work |
| ☐ | High voltage warning signs are posted on all HV equipment, substations and transformer enclosures |
| ☐ | 'Authorised Personnel Only' or 'Restricted Access' signs are on all electrical rooms and HV enclosures |
| ☐ | Voltage ratings are displayed on equipment where required by AS/NZS 3000 |
| ☐ | Switchboard signs are legible from 1 metre — not hidden behind equipment or doors |

SECTION 3 | LOCKOUT / TAGOUT (LOTO) SIGNS

- | | |
|--------------------------|--|
| ☐ | 'Do Not Operate' signs are posted at or near all isolation points used during maintenance work |
| ☐ | Isolation point identification signs are fixed at all primary energy isolation points |
| ☐ | 'Danger — Equipment Being Serviced' signs are available for use during maintenance activities |
| ☐ | LOTO signs are AS 1319 compliant (red = danger/prohibition; yellow = warning) |
| ☐ | Written isolation procedures (Safe Work Procedures) are documented for all relevant plant |
| ☐ | LOTO signs are physically secured and cannot be easily removed or accidentally detached |
| ☐ | Signs are current and accurately reflect the current site layout and equipment configuration |

SECTION 4 | LOCKOUT TAGS ★ NEW: Custom Lockout Tags now available at National Safety Signs (Optional)

- | | |
|--------------------------|--|
| ☐ | Every authorised maintenance worker has their own personalised lockout tag |
| ☐ | Lockout tags include the worker's name, plant/equipment ID field, and date field |
| ☐ | Tags are made from durable, UV stable material suitable for the site environment |
| ☐ | Tags are attached to isolation points using a physical locking device where possible |
| ☐ | Completed tags clearly identify who has applied the isolation and when |
| ☐ | Spare tags are available for new starters and tag replacement |
| ☐ | Tag condition is checked periodically — faded or damaged tags are replaced |
| ☐ | Workers are trained on how and when to use their lockout tag |

SECTION 5 | RESTRICTED ACCESS & GENERAL ELECTRICAL SIGNAGE

- | | |
|--------------------------|---|
| ☐ | 'Restricted Access' or 'Authorised Personnel Only' signs are on all electrical room doors |
| ☐ | 'No Entry' signs are in place where access exclusion zones exist around electrical infrastructure |
| ☐ | Emergency stop signs and labels are correctly placed and clearly visible |
| ☐ | Exit and emergency path signs near electrical areas are unobstructed |
| ☐ | Any temporary electrical installations have appropriate temporary signage |

SECTION 6 — TOP 5 COMPLIANCE MISTAKES TO AVOID

1. Unlabelled switchboard circuits

Every circuit must be identified per AS/NZS 3000. A handwritten note inside the door is not compliant.

2. Non-compliant sign colours/symbols

AS 1319 specifies exact colour codes. DIY or generic signs may not satisfy the standard.

3. No LOTO tags for maintenance workers

Verbal instructions or sticky notes are not a lockout system. Physical tags are required.

4. Signs too small or poorly placed

AS 1319 provides minimum size requirements based on viewing distance. A sign no one can read is not compliant.

5. Outdated signage after site modifications

After any electrical upgrade, all affected signage must be reviewed and updated.

SECTION 7 — ACTION ITEMS & FOLLOW-UP

Action Required	Responsible Person	Target Date	Status

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★ NEW: Custom Lockout Tags

Electrical Hazard Signs
High Voltage Signs
Switchboard Signs
Lockout/Tagout Signs

Notes: