Daily Winter Electrical Safety Log

Electrical shocks and burns can happen at any workplace that uses electrical machinery, tools, or equipment. The risk increases dramatically when work is carried out in cold, damp, or wet conditions. To make matters worse, freezing temperatures and wet skin and clothing intensify shock, which makes workers more vulnerable to serious and even fatal injuries. That’s why it’s essential to take special precautions for such high-risk work, including requiring a supervisor in the field to maintain a daily log to identify electrical hazards created by cold, wet, snowy, or icy conditions at the site and verify that proper measures are in place to control them. In addition to preventing electrical injuries, keeping such logs documents the measures you took to prevent any injuries that actually do happen which can help you immensely during government OHS inspections or in a prosecution in which you face the burden of making out a due diligence defence to avoid liability for an OHS violation. Here’s a Daily Winter Electrical Safety Log template that you can adapt for your own use.

Daily Winter Electrical Safety Log

Supervisor Instructions: The purpose of this Daily Electrical Log, which should take no longer than 5 to 10 minutes to complete, is to identify electrical hazards created by wet,

snowy, icy, or cold conditions and verify that appropriate Ground Fault Circuit Interrupters (GFCIs) and other safety measures are in place to control these hazards. This Log must be completed by supervisors:

- At the start of each shift during winter months, or
- Whenever wet, freezing, or thawing conditions exist, and
- Anytime conditions change significantly during the shift.

This Log should not be skipped or completed after the fact. There must be one Log per shift, per work area.

1. Weather & Environmental Conditions (Start of Shift)

(Check all that apply)

☐ Snow
☐ Ice
☐ Freezing Rain
☐ Rain
☐ Standing Water
☐ Sub-Zero Temperatures
☐ Thaw/Condensation
☐ Wind/Wind Chill

Temperature (approx.): _____ °C/°F
Conditions Changed During Shift? ☐ No ☐ Yes
If yes, describe:

2. Electrical Equipment in Use Today

(Check all that apply)

☐ Portable power tools
☐ Extension cords

☐ Temporary power panels
☐ Temporary lighting
☐ Portable heaters
☐ Heat trace systems
☐ Battery-powered tools
☐ Other (*list anything that's plugged in*): _____

3. GFCI Verification (Mandatory)

☐ GFCI protection is in place where required.
☐ Portable GFCIs are used as needed.
☐ GFCIs are tested at start of shift.
☐ No bypassed or disabled GFCIs are in use.

Issues Identified? ☐ No ☐ Yes
If yes, describe corrective action:

Notes:

- Never allow bypassed or disabled GFCIs.
- GFCIs that trip are a warning sign—fix the cause, don't ignore it.

4. Extension Cords & Temporary Wiring Check

☐ Only CSA-approved cords are in use.
☐ Cords are rated for outdoor/cold-weather use.
☐ Cords are free of cracks, cuts, exposed conductors, and stiff insulation.
☐ Cords are protected from snow, ice, and water.
☐ Connections are elevated and dry.
☐ Household or light-duty cords are not in use.

Defective Equipment Is Removed from Service? ☐ No ☐ Yes
Details:

Notes:

- Ensure plugs and connections are kept out of snow and water.
- If a cord feels stiff or brittle, remove it from service.

5. Tools, Heaters & Temporary Equipment

☐ Tools are appropriate for wet/cold conditions.
☐ No moisture is observed inside tools or housings.
☐ Portable heaters are approved and used correctly.
☐ No overloaded circuits or daisy-chained power bars are used.
☐ Equipment is used within its temperature rating.

Issues Identified? ☐ No ☐ Yes
Details / corrective actions:

6. Work Practices & Controls

☐ Electrical work is minimized during wet/freezing conditions.
☐ Equipment is de-energized and locked out where required.
☐ No unauthorized energized electrical work is performed.
☐ Workers wear appropriate PPE and protective clothing.
☐ Workers are reminded of increased electrical shock risk.

Stop Work Required Today? ☐ No ☐ Yes
Reason and action taken:

Notes:

- Ensure lockout is used where required.
- Stop work immediately if conditions become unsafe.
- You have full authority to stop work for electrical safety.

7. Training/Communication Today

☐ Toolbox talk was conducted.
☐ Informal reminders were provided.
☐ No training was required today.

Topic Covered (if applicable):

Notes:

- Record any toolbox talk or safety reminder given.
- Even a 2-minute reminder counts—write it down.
- If it’s not written, it didn’t happen for purposes of an OHS inspection and documenting due diligence and compliance.

8. End-of-Shift Status

☐ All electrical equipment is properly secured and stored.
☐ Temporary power is left in safe condition.
☐ No unresolved electrical hazards remain.

Outstanding Issues to Address Next Shift:

Note: If You Find a Problem:

1. Stop the work if there is immediate danger.
2. Remove defective equipment from service.
3. Correct the issue or escalate it.
4. Document the action taken in the log.

Never leave hazards undocumented.

9. Sign-Off

Company: _____
Site/Location: _____
Date: _____

Supervisor Name (print): _____
Signature: _____
Time: _____