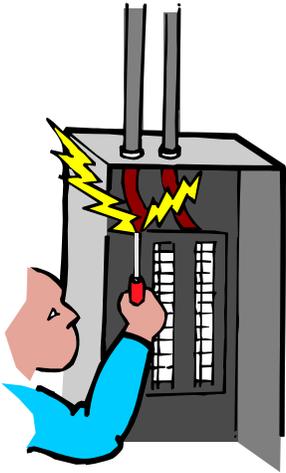


ELECTRICAL SAFETY HANDOUT



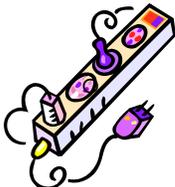
- Electrocution is the fifth leading cause of death in the workplace and continues to injure thousands of employees each year.
- There are about 9,600 serious injuries and deaths per year.
- 110-120 volts can kill.
- It's not the voltage alone that determines the danger; it's a combination of voltage, amperage, resistance to the flow of current, and duration of contact. If given the chance, electricity will pass through you.

ELECTRICAL SAFETY

- Never touch exposed electrical wiring; report any exposed wiring to your supervisor.
- Equipment must be maintained properly.
- Make sure that the equipment you use is properly grounded:
 - If an electrical device is grounded; the cord will have a three wire plug and require a three-way receptacle.
 - Equipment does not need to be grounded if it is double insulated; this equipment will usually be labeled if it is double insulated.



- If equipment needs servicing or maintenance, tell your supervisor.
- Avoid the use of extension cords; if an extension cord must be used:



- Use heavy duty cords.
 - Check for proper grounding, exposed wires, the condition of the cord, plugs, and insulation.
 - Remove extension cord once task is completed.
- Always remove cords from receptacles by the plug, never pull the cord.
 - Ensure cords are not pinched in doors, drawers, equipment, etc.

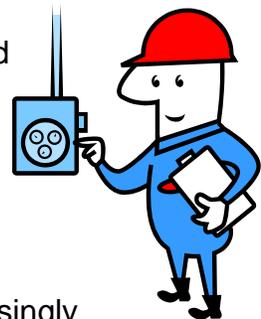
- Visually inspect electrical equipment before use; look for:
 - Broken or bent plugs, frayed wires, bare wires, smoke, and sparks from switches, liquids spilled on or around equipment, or equipment not operating properly.
 - Periodically inspect office equipment for hazards, e.g., lamps, copy and adding machines, etc.
- Do not try to repair equipment if you are not trained to do so.



- Never attempt to repair or adjust electrical equipment while plugged into a power source.
- Never place electrical equipment near any water source.
- Never operate electrical equipment with wet hands (wetness decreases skin resistance and increases the chance of shock).
- Never overload circuits.
- Use Ground Fault Circuit Interrupters (GFI) on all power tools and when working outside.

LOCKOUT/TAGOUT

Any powered equipment is potentially dangerous even if it's supposed to be shut down. Many needless accidents occur when someone energized a piece of equipment that somebody else is repairing.



EXTENSION CORDS

- Extension cords, power strips, and surge protectors are increasingly used for electrical devices. To be safe follow these precautions:
 - Make sure these products are UL (Underwriters Laboratories) approved.
 - Do not use extension cord as a replacement for fixed wiring.
 - Do not remove ground prong to fit the plug into a two prong receptacle.
 - Use heavy duty extension cord for high-wattage machines or equipment.
 - Use one long cord instead of several shorter cords; never connect extension cords in series.
 - Use extension cords appropriate for the conditions; indoor and outdoor cords are constructed differently.
 - Never splice or use electrical tape on extension cords.
 - Inspect cords frequently; if a cord is damaged, do not use it.

