

**Electrical Safety** – Electrical safety is just as important in offices as other areas. Insure that there is an inspection procedure in place for your office equipment.

Regularly inspect office equipment by unplugging it and visually inspecting for signs of:

- Damage such as cracking in the cable covering, the plug casing is cracked or the pins are bent, or the colored insulation of the internal wires is showing. If you find any of these faults, promptly disconnect and replace the cord or equipment.
- Equipment being used in conditions where it is not suitable, such as a wet or dusty workplace.
- Damage to the outer cover of the equipment or obvious loose parts or screws; and
- Overheating (burn marks or staining).
- In addition to physically inspecting equipment, cables and cords should be tucked away so they do not present tripping or slipping hazards or can be cut by sharp desk or drawer edges or rolled over by chair legs.
- Ensure that the electrical load of equipment such as computers, printers, scanners, faxes, shredders and telephones is spread over several circuits.
- Extension cords should not be used as a permanent source of power, consider having additional outlets installed by a qualified electrician.
- Ensure extension cords are properly rated for their intended use, indoor or outdoor, and meet or exceed the power needs of the appliance or tool being plugged into it.
- Don't fasten extension cords with staples, hang from nails, or suspend by wire.
- Place electric cords where there is air circulating to prevent overheating.
- Insure all wall receptacles and switches are equipped with a cover plate.
- Keep electrical cords away from radiators, space heaters and/or other heat sources.
- When unplugging equipment pull on the plug, not the cord.
- Unplug electrical devices prior to cleaning or servicing them.
- Plug office electronics in a surge protector device.
- Ensure grounded (3-prong) appliances and equipment are plugged into grounded outlets. Do not remove the ground prong. If an appliance is missing the ground remove it from service.
- Protect office electronics from the possibility of food and beverage spills. Electrically powered machines may become live to the touch after having liquid spilled on them.
- Ensure all electrical equipment bears the mark of a nationally recognized testing laboratory such as Underwriters Laboratories (UL).
- Ensure electrical panel doors are freely accessible and unblocked by furniture or clutter.
- In addition, dispose of unsafe equipment or poorly maintained appliances including old coffee makers, radios, lamps, space heaters and other equipment that are often brought into the office by employees. These items can often develop electrical shorts and create fire or electrical shock.

If electrical equipment malfunctions or gives off a strange odor, disconnect it and call the Facilities & Operation Work Order Desk at 824-6490.