



## Use Electrical Power Safely



Here are some safety tips provided by the Electrical Safety Foundation International:

- Refrain from overloading circuits by plugging in too many electrical items into the same circuit.
- Plug office electronics into adequate surge protector devices.
- Make sure all grounded (3-Prong) appliances and equipment get plugged into grounded outlets.
- Protect electrical equipment from spillage of food or beverages.
- Choose electrical devices that bear the mark of a nationally recognized testing laboratory
- Place or secure electrical cords so that they cannot be cut by sharp desk/drawer edges or rolled over by carts or chairs
- Do not allow electrical cords to cross doorways or aisles.
- Do not use extension cords as a permanent source of power. Have additional circuits installed by a licensed electrician instead.
- Keep electrical cords away from radiators, space heaters, and other heat sources.
- Periodically check cords for wear, fraying, cracking or other damage. If any is noticed, disconnect and replace.
- Use available GFCI (Ground Fault Circuit Interrupter) outlets / consider having GCFI's installed. (In newer construction, you will see these in Bathrooms and Kitchens).
- Periodically test available GFCI outlets (Read the flyer provided at [http://bss.fnal.gov/fire/Electrial\\_Safety.pdf](http://bss.fnal.gov/fire/Electrial_Safety.pdf) for instructions on how to perform test.)
- Keep electrical panel doors to circuit breakers free and accessible.
- Cover outlets with covers.
- Electricians and service staff doing work on electrical wiring should follow lock out/tag out procedures.
- Unplug power tools when not in use,
- Keep ladders away from power lines.
- Inspect power tools for damaged cords before use. Replace broken plugs and frayed cords.

