

## Electrical Safety in the Workplace

Whether you are working in an office setting, at a construction site or even in a restaurant, there are a number of electrical hazards to be aware of. Taking a proactive approach to using appliances and equipment, extension cords and outlets can help create a safer workplace for you and your coworkers.

Developing a workplace safety program that includes a strong electrical safety component can help create a more aware team of employees.

### Circuit Protection

- Overloading electrical circuits is extremely dangerous and should not be permitted.
- Computer networks, lighting and security systems should be installed as recommended by the manufacturer and in accordance with the National Electrical Code.
- Breaker boxes should be accessible at all times and not covered by equipment, cabinets or shelves.

### Extension Cords

- Extension cords should be capable of handling the load without overheating.
- Do not use multiple plug attachments on extension cords.
- Extension cords should be free of exposed wiring and splices, and cracked casing.
- Extension cords must only be used for temporary purposes, not for permanent installation.

- Do not run extension cords under rugs, carpets or chair mats. They should not be placed where they could be damaged by foot or vehicular traffic.

### Inspection and Testing

- All electrical equipment should have a label of a nationally recognized testing laboratory such as the Underwriter's Laboratory (UL) or the Factory Mutual Engineering Corp (FM).
- Conduct monthly inspections of equipment to ensure all electrical cords are in working order.
- Any electrical equipment that is damaged, malfunctioning or showing signs of heating or shocking should be replaced immediately.
- Electrical wall outlets should be free of cracks or breaks. Any damage must be repaired.
- Avoid excess bending, stretching and kinking of electrical cords. Do not jerk cords out of the wall, and never staple, nail or tack them.



**For more information, visit [www.AUS.com/Tips](http://www.AUS.com/Tips)**