

# Electrical Safety

## For Administrative Areas

Electricity is accepted as a source of power without much thought to the dangers encountered. Some people work with electricity directly. Others, like office staff, work with electricity indirectly.

Electricity has long been recognized as a serious workplace hazard. Electrical safety standards are designed to protect employees exposed to dangers such:

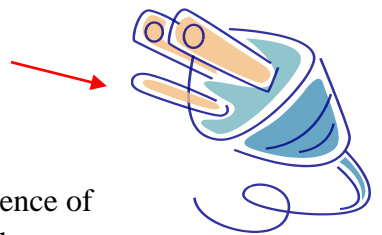
**Electrocution** ⚡ **Fires** ⚡ **Explosions**

The objective of the electrical rules & regulations is to minimize the potential hazards when utilizing by electrical equipment and systems.

### Possible Electrical Hazards in an Office Environment

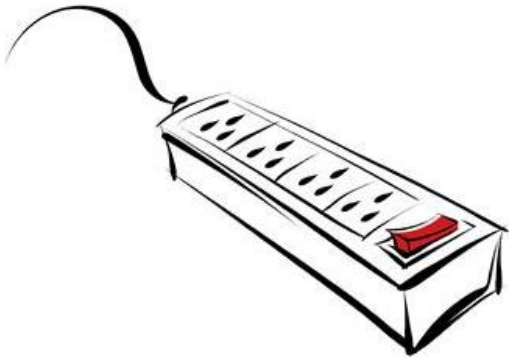
#### Ungrounded Equipment

Never remove the third (grounding) prong from any three-prong plug.



#### Frayed cords or exposed wiring

External defects, such as a frayed or cracked outer jacket, may be evidence of possible internal damage. Visually inspect cords and remove damaged ones from service.



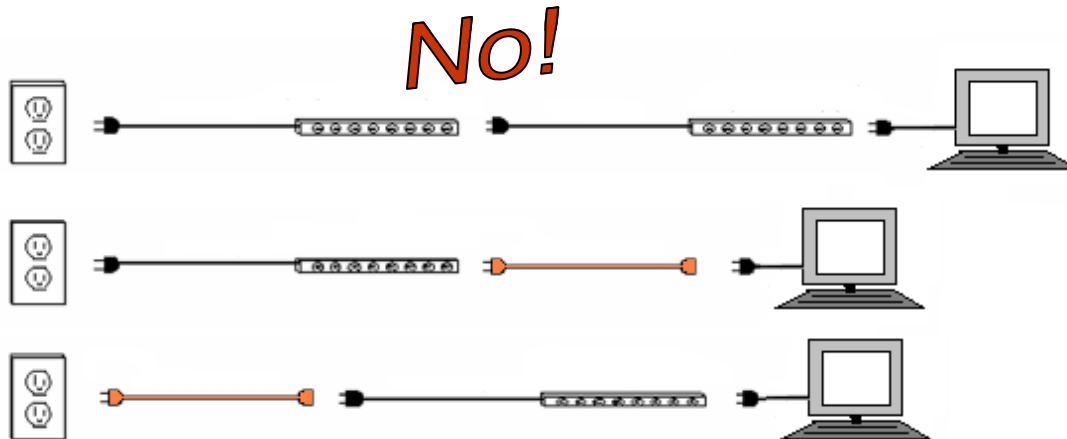
#### Overloaded Outlets

Power strips are designed for use with a number of low-powered loads, such as computers, peripherals, or audio/video components. Outlet devices shall have an ampere rating not less than the load to be served. Power strips are not designed for high power loads such as space heaters, refrigerators and microwave ovens, which can easily exceed the recommended ampere ratings on many power strips. Plug these items directly into the wall outlet.

# Low voltage does not mean low hazard!

### Using extension cords as a substitute for fixed wiring

Extension cords are for temporary use only (less than 90 days). Interconnecting cords increase the total electrical resistance and generate heat, creating an additional risk of fire. Sometimes computers & other equipment are located far from outlets, so extension cords are used to energize power strips in these locations. **This is a violation.**



#### Quick Electrical Safety Checklist for Office Areas

- Cords and cables must be placed where they do not pose a tripping hazard to personnel.
- Extension cords are prohibited from use as a substitute for fixed wiring.
- Power strips must not be “daisy chained.”
- Inspect electrical cords for signs of fraying, cracking, wear, or damage & remove from service as necessary.
- The grounding plug on 3-prong plugs must not be broken off.
- Microwaves and space heaters must be plugged directly into the wall outlet and not into a power strip.
- Access to electrical panels must not be blocked (36” clearance).