



Safety Checklist

Electrical Safety

DO'S and DON'TS of Electrical Safety

DO

- ✓ Plug power equipment into wall outlets with power switches in the "off" position
- ✓ Unplug electrical equipment by grasping plug and pulling
- ✓ Check outlets for missing or damaged parts, and avoid plugging equipment into charred or defective outlets
- ✓ Check for frayed, cracked or exposed wiring on equipment cords
- ✓ Always look for UL (Underwriters Laboratory) on the label of electrical equipment
- ✓ Know the location of electrical circuit breaker panels that control equipment and lighting in your area and be able to identify circuits and equipment disconnects on those panels
- ✓ Unplug and attach a "Danger - Do No Operate" tag or equivalent on any electrical equipment causing sparks
- ✓ If in doubt--ask. Remember, electricity can kill you.

DON'T

- ✓ Don't drape power cords over hot pipes, radiators or sharp objects
- ✓ Don't unplug equipment by pulling or jerking the cord
- ✓ Don't plug equipment into defective outlets
- ✓ Don't use extension cords in office areas – limit extension cord use to maintenance personnel
- ✓ Don't use "cheater plugs" – extension cords with junction box receptacle ends – or other jury-rigged equipment
- ✓ Don't use electrical equipment or appliances that are not properly grounded
- ✓ Don't store any materials within three feet of any electrical panel or electrical equipment, permanently or temporarily

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