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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