QUICK TIPS: Electrical Safety

Today, any office or workplace setting operates on electricity. Electrical equipment can be potentially hazardous and may lead to fires and shock/burn injuries if improperly used or maintained. It is important to follow safe work practices to keep yourself and others safe. Here are some electrical safety tips for the workplace to help you avoid electrical hazards. All photos are examples of improper electrical practices frequently seen on campus.

Safety Tips

• Electrical panels and other electrical equipment must be closed, locked and have at least three feet of clearance for adequate access.
• Do not flip circuit breakers or overload circuits. If a breaker trips, call the Client Services Center (CSC) immediately for assistance.
• Do not overload your power strips with multiple appliances. Submit a work request through CSC to add more outlets/breakers as needed.
• Check electrical cords and plugs for damage. Do not use frayed/damaged cords or cords with ground prongs removed. If a plug is designed with three prongs, then all three should still be in place.
• Running cords across aisles and through doors will increase damage while creating a trip hazard. Do not use tape to “repair” cords. Purchase cable covers to protect cords that must run along the floor.
• Extension cords are only for temporary use and should be plugged directly into outlets.
• Power strips and extension cords shall not be connected in series to increase distance (“daisy chaining”). Purchase longer extension cords or submit a work request through CSC to have closer outlets installed.
• Use ground fault circuit interrupters (GFCIs) when operating electrical equipment outdoors, in a wet environment, or within 6 feet of a water source.
• Check that outlet and light covers are in good condition. If damaged, contact CSC.
• Do not ignore warning signs! If anything feels hot, smokes, or seems out of place, remove from service and report it to CSC to investigate and repair.

If you have any issues that cannot be easily resolved, contact EHS (8-1450) or CSC (8-1001) for assistance. For submitting work requests, visit the Client Services Center website.