

General Safety around Electricity

Identifying hazards is the first step toward minimizing the risk of electrical fires and protecting yourself and others from harm. Important issues to address include:



- If you see exposed (uninsulated wiring) please notify facility management immediately.
- Never overload circuits. Dimmed lights and reduced output are signs of overloading.
- Use extension cords temporarily, not permanently (not to be confused with surge protectors). Inspect your cords for damage and do not modify the cords in any way. Remove damaged cords from service immediately.
- Never plug multiple extension cords together.
- Remove cords from receptacles by pulling on the plugs, not the cords.
- Stay away from all overhead power lines (at least 15 feet).
- If there is no ground on the receptacle (Round 3rd prong), use a ground fault circuit interrupter (GFCI). This should be reported to facility management.
- Remove from service any equipment with frayed cords, missing ground prongs, cracked tool casings, etc.
- Always avoid standing in wet areas when using portable electrical power tools, appliances, or anything that uses electricity.
- There are many electrical panels in public areas, offices and classrooms. Do not touch electrical breakers. If a breaker trips, please notify facility management.
- No digging on campus without contacting Facility Management. This is to avoid coming into contact with underground utilities.
- With the construction on campus, we have several contractors in addition to facility management maintenance staff. If you see multiple workers in your area, please let these workers know that there are contractors and maintenance staff workers in the same area and to use caution and communicate before shutting down or restoring power.
- Space heaters are allowed on campus, however, they must have non-tipping and electric ONLY. Never place space heaters near any furniture or combustibles. They must also be plugged directly into the receptacle (to prevent overheating). Never plug a space heater into an extension cord.
- Be mindful of Lockout/Tagout. This is the placement of a lock device (padlock, etc.) to prevent machine startup so the equipment can be controlled completely by the individual who installed the lock for their own safety. Tagout is the prominent warning device that can be fastened to the lockout device and indicates that the machine or equipment is not to be operated. If you see these devices, please stay away from them. Some can get seriously injured.

