



Safety Fact Sheet 0405 – Electrical Safety

Environmental Health and Safety – (213) 740-6448

Electrical power can be very dangerous if not controlled through engineering, maintenance and education. Sound safety practices should be discussed with your coworkers in order to minimize the hazards associated with electricity. This fact sheet outlines some of the safe practices that should be observed in your work area.

Electrical Safety Checklist

DO:

1. Follow manufacturer's instructions for using electrical equipment;
2. Inspect electrical tools before each use (tag and remove damaged equipment from service);
3. Make sure the wiring is appropriate for the equipment being used;
4. Inspect wiring insulation on the cords in your office and work area;
5. Match plugs to outlets and make sure plugs are in good condition;
6. Ensure electrical energy is isolated (unplugged prior to maintenance and cleaning of equipment);
7. Wear personal protective equipment as prescribed for the task at hand;
8. Keep the work area clean and free of potential sources of ignition;
9. Follow good housekeeping practices;
10. Report any electrical problem promptly;
11. Protect electrical cords and cables from damage.

DO NOT:

1. Overload motors, circuits, or outlets;
2. Use temporary wiring or extension cords in place of permanent outlets;
3. Rest cabinets, furniture or office equipment on electrical cords;
4. Insert anything inappropriate in an electrical outlet;
5. Alter an electrical plug;
6. Place cords or electrical equipment near heat or water;
7. Touch any electrical equipment while wet or while standing in water;
8. Run cords along the floor (if no alternative, tape down cord);
9. Leave energized electrical equipment unattended after working hours (unless approved);
10. Twist or tangle electrical cords;
11. Use damaged or deteriorated equipment;
12. Try to perform unauthorized repairs;
13. Block access to electrical equipment;
14. Wear metal jewelry when working on or with electrical equipment;
15. Use metal ladders near electrical equipment.

Try to imagine what life would be like without electricity—then what can happen if you don't respect electricity and its hazards.

