

THE SAFETY OBSERVER

Safety Information for Employees

ELECTRICAL SAFETY

You do not have to be working directly with or on electrical equipment to be exposed to electrical hazards. Some of the more common electrical injuries are a result of not being aware of a hazard. When hazards are identified, repairs are to be made only by skilled, trained people.

- Make sure electric plugs match their receptacles, and never alter a plug. (*Never remove the "third" prong, or the ground, from a cord just to make it fit a receptacle. And never use a cord that has been altered.*)
- Never over use a receptacle, or even a power strip.
- Make sure your hands are dry, as well as the surrounding area when using or handling anything electric.
- Inspect electrical equipment and cords before you use them. Make sure they are properly insulated, grounded, and the connections are tight.
- Avoid using extension cords unless absolutely necessary, and never un-plug by yanking on the cord.
- Never run extension cords under carpet, rugs, or through doorways unless the cord is OSHA certified as pinch resistant.
- Read and follow the manufacturer's instructions for your equipment.
- Do not use any electrical equipment that sparks, smokes, smells, or burns. Mark it as "Out of Order" and notify your supervisor immediately.
- When performing service to electrical or energized equipment, follow OSHA's required Lockout/Tagout procedures.
- Always obey electrical warning signs, barriers, and lockout tags.
- Never use a metal ladder when performing electrical service, or around live wires.

Electrical Emergency

- If a person is being shocked, do not touch them. Use a stick, board, or something that won't conduct electricity to PUSH the victim away from the live wire or equipment causing the shock. Immediately call for professional help. If you can do it safely, turn off the power supply - either at the switch or at the main breaker panel.
- If you can get the victim away, have them lie down and cover them lightly. If breathing and/or their heart has stopped, and you know CPR, begin immediately. If you are not qualified to administer CPR, call for someone who is.
- Electrical burns need to be rinsed with water and covered with a clean, dry cloth. If the burn is serious, seek professional medical attention.

If an electrical fire starts, contact the Fire Department immediately. Do not touch the burning item, and do not use water. If it can be done safely, un-plug or switch off the power supply. Very small fires can be put out with a CO₂, an ABC multipurpose extinguisher, or baking soda.

Unplug appliances when not in use. Appliances that are plugged in still carry electrical current, even if the switch is off.