

# SAFETY SPOTLIGHT

## AVOID ELECTRICAL HAZARDS

### Power Cords

- ❖ Avoid placing cords across walkways where they could be stepped on or wheeled over. This could cause damage to the cord that might not be visible. If you need to put a cord across an aisle, you should use a cord cover for protection.
- ❖ If you notice a cord with visible damage, an ozone or burning smell, or it's getting hot to the touch, unplug it right away and replace it. Damaged cords can lead to electrical shocks and/or fires.
- ❖ Never staple power cords to the floor/wall/another object. This could damage the cord.
- ❖ Do not break off the third prong on a cord. This is used for grounding and the cord becomes unsafe if it is removed.
- ❖ If you need to unplug a cord, do so by pulling the plug, not the cord.
- ❖ Extension cords should only be used as temporary wiring.

### Power Strips/Surge Protectors

- ❖ If you need to plug multiple devices into the same outlet, utilize a surge protector rather than a standard power strip. Surge protectors are designed to shield your equipment against damage from power surges.
- ❖ Appliances (fridges, microwaves, toasters, portable heaters, coffee machines, etc.) should only be plugged directly into a wall outlet, never a surge protector. This could cause it to overload.
- ❖ Don't plug a surge protector into another surge protector or power strip ("daisy chain"). This is dangerous and violates many fire codes.

### Lighting

- ❖ Decorative lighting (Christmas lights or string lights) is limited to 90 days of use, if they are allowed by your District or school site. Avoid displaying them on walls covered with combustible materials.
- ❖ Do not display combustible materials with lights that emit heat (for instance, covering an overhead light with fabric).



### Miscellaneous

- ❖ Make sure your hands and the plug are dry before plugging something in, and that you are not in standing water. Wet conditions increase the chances of electrical shock. Outlets next to sinks or in wet areas should be GFCI outlets, which turn off the electricity before a fatal shock can occur.
- ❖ Never plug more than one item into the same outlet. This is exceptionally dangerous and can lead to electrical shocks, fires, and overloaded circuits.
- ❖ Never touch exposed wires or attempt to repair wiring yourself. Inform your site or District staff immediately so the area can be blocked off and a trained electrician can perform the job.

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Helping to keep our member's employees safe! This Safety Spotlight brought to you by: