



# SAFETY TALK



## Electrical

All Colby employees work with and around electricity on a daily basis. This Safety Talk focuses on the basic electrical safety elements to protect you and your coworkers from electrical shocks and fires.

### Extension Cords:

Improperly used or damaged extension cords and other forms of temporary wiring are a major source of fires and shocks in America's workplaces. Follow the guidelines below to protect yourself:

- Never use extension cords in place of permanent wiring.
- Ensure that cords are in good condition (the outer insulation should not be cracked/broken; the ground pin needs to be intact). Discard unsafe ext. cords.
- Only Colby electricians are authorized to replace plugs or splice cords.
- Ext. cords need to be protected from motor vehicles, doors, heavy traffic, etc. and never passed through potentially sharp openings.
- Power strips or extension cords should not be connected to each other (daisy chained). Doing this can overload the circuit creating a potential fire hazard.



### Ground Fault Circuit Interrupters (GFCI)

- GFCIs are designed to protect people from an electric shock and should be installed in wet areas or wherever a water source is present.
- GFCIs can be at the breaker, the outlet, incorporated with the plug of the appliance/piece of equipment, or at extension cord.





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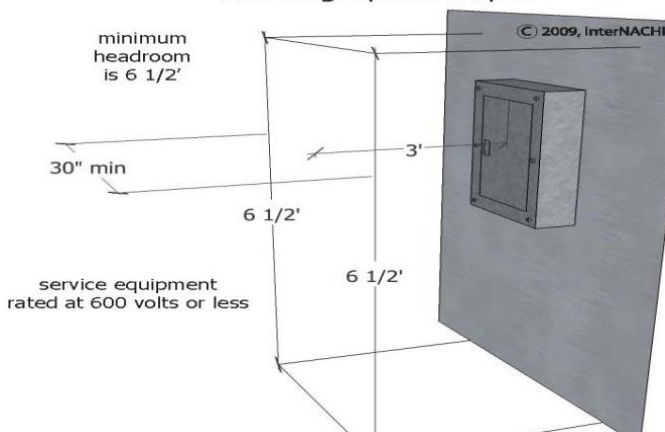
## Electrical

### Other Common Electrical Safety Issues

- Inspect electrical cords/plugs on equipment for damage before use.
- All cords used at Colby must be UL approved.
- Discard any piece of equipment that gives you even the slightest shock. If the resistance through your body is lowered, i.e. standing in water or touching metal, even the slightest shock can be deadly.
- Junction boxes and electrical panels within 8' of the floor need to have proper covers in place to conceal all wiring.
- Electrical panels and switches must have proper clearance for access in an emergency. Never store any materials in front of this electrical equipment.
- All breakers and switches must be labeled with equipment it controls.
- Electrical work should only be conducted by a qualified person. OSHA defines a qualified person as "one who has received training in and has demonstrated skills and knowledge in the construction and operation of electrical equipment and installations and the hazards involved."



Working Space Depth



### By the Numbers:

**#5** Improper use of temporary wiring is the fifth most common OSHA citation

**31%** of workplace fires have electrical origins

**48,000** house fires a year are caused by faulty wiring

