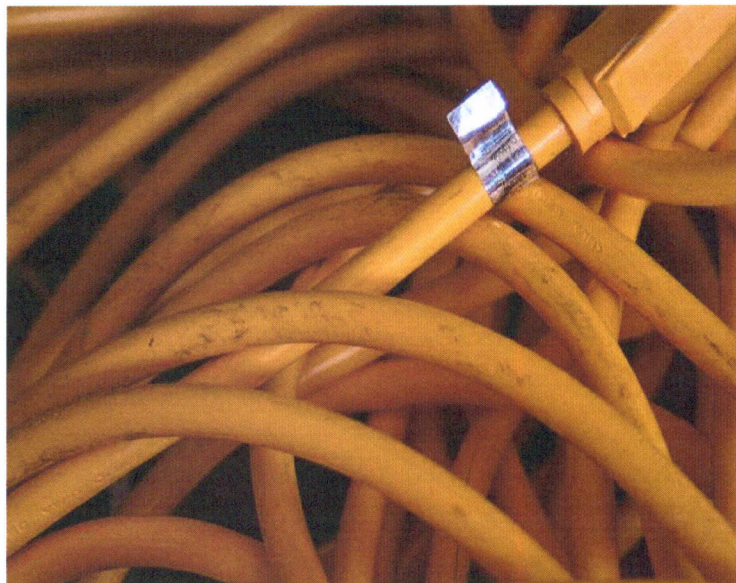


Office Electrical Safety



According to the Bureau of Labor Statistics (BLS) about 76,000 office workers nationwide receive disabling injuries every year. Although the most frequent types of incidents are falls (either from height, tripping or slippery surfaces), many injuries also occur as the result of contact with electrical equipment.

Almost everything in an office setting today operates on electricity. Electrical equipment used in an office is potentially hazardous and can cause serious shock and burn injuries if improperly used or maintained.

Here are some important tips to follow in regards to electrical safety in the office:

- Use only equipment that is properly grounded or double-insulated;
- Do not overload outlets;
- Do not plug multi-outlet bars to other multi-outlet bars;
- Minimize the use of extension cords. Do not plug two extension cords together; and only use them for a temporary need.
- Do not cover power cords or extension cords with rugs or mats;
- Do not run electrical cords through pedestrian aisles;
- Unplug or disconnect machines before servicing or repairing;
- Inspect cords and equipment regularly, and report any defects immediately;
- Cover or guard any exposed electrical components or wires;
- Unplug cords from the outlet by gripping the plug. Do not pull the cord;
- Do not use electrical equipment or appliances near water or wet surfaces;
- Never use electrical equipment when hands or the equipment are wet