

ELECTRICAL SAFETY

There are a number of pieces of electrical equipment located throughout the District. Although most equipment is in good shape and does not pose a threat of injury, if not used properly or kept in good condition, the potential for injury or death increases. It is the responsibility of each employee to use equipment properly and to report any damaged equipment to the custodian.

Prior to using any electrical equipment, please take a moment to look it over for any damage or defects. Some equipment checking tips:

DO:

- Use extension cords only in emergencies or temporary (90 days) situations.
- Look for and report exposed wires, broken switches, or loose knobs before using.
- Know how to use the piece of equipment. Read the operator's manual.
- Call a custodian when an electrical shock or tingling is felt, strange odor or smoke is detected.
- Obey locks, tags, signs, barricades and attendants warning about electrical hazards.

DON'T:

- Use cracked or broken electrical wall outlets.
- Use three-pronged plugs with a loose or missing U shaped ground plug
- "Yank" plug out of a wall outlet.
- Use equipment that has a liquid spilled on or objects dropped in it.
- Set equipment on wet locations.
- Stack things on or behind electrical equipment that might interfere with proper ventilation of the equipment.
- Apply tape to power cords that are damaged.
- Store things in front of electrical panels (keep 36" clearance).
- Use household coffee pots in school buildings (these are not properly grounded and are also a fire hazard).
- Use ungrounded (two prong) fans in school buildings
- Use cords to raise or lower equipment.
- Fasten cords with staples, nails or other means that could damage cord insulation.
- Plug or unplug equipment with wet hands.
- Plug two extension cords into one another.