

Company Name: _____ Dept: _____ Location: _____ Date: _____

#003

OFFICE SAFETY: ELECTRICAL HAZARDS

- Electrical equipment can pose a hazard if not inspected regularly and used properly.
- Watch for and report frayed cords, loose or broken wires, broken outlet covers and worn or broken plugs
- If equipment or wires get hot, report the problem so it can be checked
- Keep liquids away from electrical equipment like computers, copiers, printers and radios
- Never touch electrical equipment with wet hands
- Turn off coffee pots, lamps, portable heaters and other equipment when not in use
- Disconnect equipment by pulling the plug, not the cord
- Don't overload outlets
- Never run extension cords under rugs or walkways
- Secure cords and cables to prevent tripping
- Never string two extension cords together – it creates a fire hazard
- If you need an extension cord for more than a short time, permanent wiring is required

Meeting Conducted By:

Print Name

Signature

Meeting Attended By:

Notes & Suggestions

Document Filing Reference