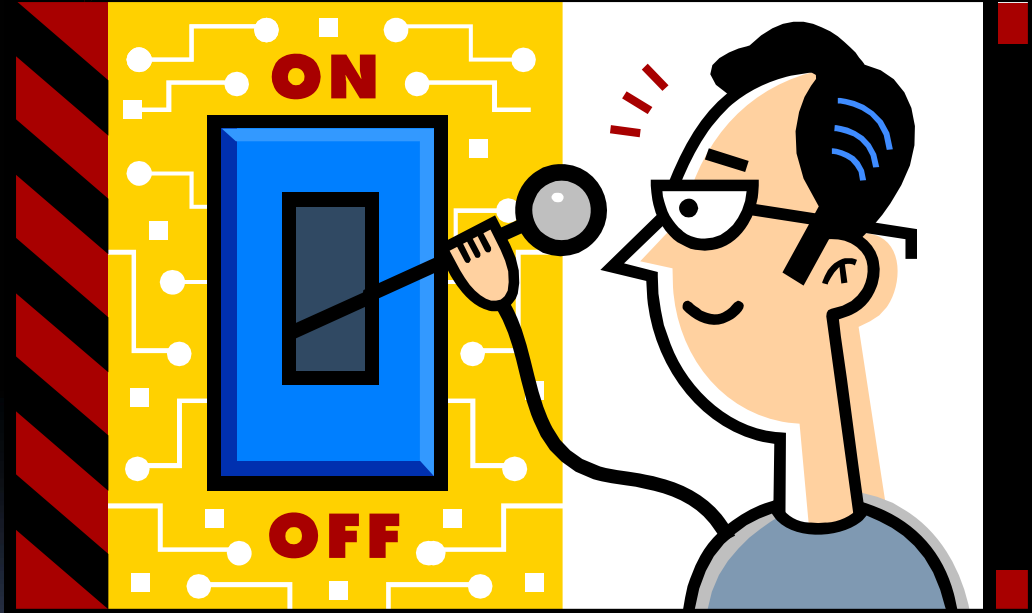


**UNIVERSITY
OF DALLAS**

Facilities Department



ELECTRICAL SAFETY TIPS

Basic safety tips for awareness
level trainees.

Respect Electricity

This presentation is not comprehensive electrical training.

Qualified and authorized electricians should be the only persons who work around open, energized electrical equipment and machinery.

Heed all warning signs and stay away from exposed electrical boxes, wiring, and equipment unless you have been properly trained.

Respect Electricity

Electrical safety work practices are for everyone!

- Never attempt to bypass an electrical safeguard or lock out/tag out.
- Never overload an electrical outlet
- Submit a work order for electrical requests.



1. Flexible electrical cords should be inspected for:



Pinched outer jackets



Missing or damaged outer jackets



Damaged insulation (exposed wiring)



Broken / bent prongs



Missing 3rd grounding prong



Damaged insulation on a power or extension cord

If any of these conditions exist, **do not use** the cord or equipment.

2. Respect Electricity - Tips

- Use insulated tools when working around exposed energized electrical equipment.
- Never yank a power cord from a wall socket by its cord.
- Some of the things you may see to warn you of exposed energized electrical equipment are:
 - a) **Warning Signs**
 - b) **Barricades**
 - c) **An attendant**



3. Respect Electricity - Tips

- Electrical equipment, should never be stored around flammable materials.
- An unobstructed space of 36" (front and sides) must be maintained around an electrical panel.
- Never use an all metal ladder when changing light bulbs or working near electricity.
- Wear footwear that is rated for electrical hazards resistance.



4. Respect Electricity - Tips

- Extension cords are for temporary use only.
- Portable cord and plug connected equipment must be inspected before each use.
- Never thread an extension cord through a wall / door into another room.
- Tape down temporary extension cords if they will be stretched over an open floor where people will be walking. **Do not cover them with mats or rugs.**

5. Respect Electricity - Tips

If you ever have a question regarding electricity or a possible electrical hazard notify your supervisor.