

Electrical Safety



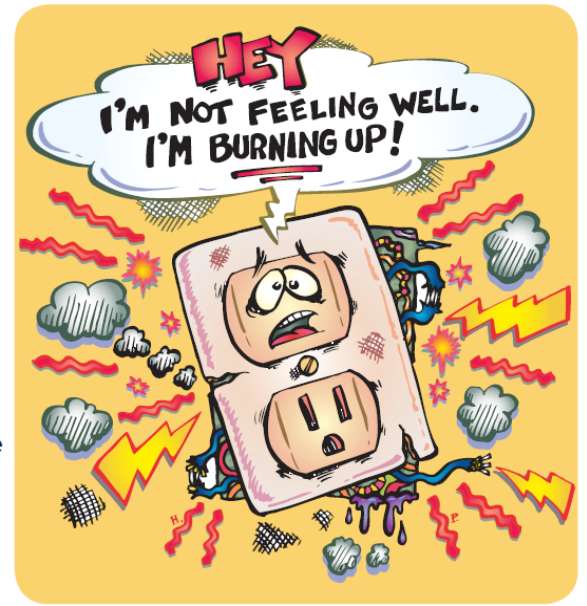
Flipping a light switch. Plugging in a coffee maker. Charging a laptop computer. These are second nature for most of us. Electricity makes our lives easier. However, we need to be cautious and keep safety in mind.

NOTE: The use of appliances with hot surfaces or unsealed heating elements is prohibited in all campus locations.

Examples: Hot Plates, Candles, Space Heaters with filament that glows "red-hot", etc.

SAFETY TIPS

- ⇒ Only use one heat-producing appliance (such as a coffee maker, toaster, space heater, etc.) plugged into a receptacle outlet at a time.
- ⇒ Major appliances (refrigerators, dryers, washers, stoves, air conditioners, etc.) should be plugged directly into a wall receptacle outlet. Extension cords and plug strips should not be used.
- ⇒ Check electrical cords to make sure they are not running across doorways or under carpets. Extension cords are intended for temporary use. Contact [Facilities Operations](#) to review the location to see if more receptacle outlets can be added so you don't have to use extension cords.
- ⇒ Use light bulbs that match the recommended wattage on the lamp or fixture. There should be a sticker that indicates the maximum wattage light bulb to use.
- ⇒ Before plugging your appliances in for use, check flexible cables for damage, wear and tear, and that the plug is fastened securely to the cable. Don't use the appliance unless it and its cable are in good condition.
- ⇒ Never leave appliances unattended while in operation.
- ⇒ Ungrounded extension cords are prohibited.
- ⇒ Never overload a power strip. Too many appliances in use at the same time can cause overheating and fires.
- ⇒ Never store combustible material or combustible decorations against operating electrical equipment. For example, a scarf placed over a lamp can overheat and catch fire.



IMPORTANT REMINDER

Call [Facilities Operations](#) at 910-521-6233 immediately if you have:

- ⇒ Frequent problems with blowing fuses or tripping circuit breakers.
- ⇒ A tingling feeling when you touch an electrical appliance.
- ⇒ Discolored or warm wall outlets.
- ⇒ A burning or rubbery smell coming from an appliance.
- ⇒ Flickering or dimming lights.
- ⇒ Sparks from an outlet.

SPACE HEATERS

[NC Space Heater Use Program](#)

(see attachment)

IV. Employee Responsibly

Note:

The Statewide Safety and Health Steering Committee created this document to address the unrestricted use of space heaters in facilities that house state workers.