

	<b>Electrical Safety Guidelines</b>	Effective:	February 06, 2006
		Originator	T. J. Kendrick
		Last Updated	February 06, 2006
		Update by	T. J. Kendrick

### 1. Purpose:

The purpose of this policy is to familiarize persons with the safe use of electrical equipment and devices.

### 2. Scope:

These guidelines apply to all faculty, staff and students on campus.

### 3. Procedure

Accidents involving electricity pose a high risk of serious injury or death. Following these guidelines will help university faculty, staff and students to safely use common electrical equipment.

- **Do not use 2-prong ungrounded electrical devices.** All department-purchased electrical equipment must be 3-prong grounded with very limited exceptions.
- **Do not use extension cords or power taps as a substitute for permanent wiring.** Extension cords and temporary power taps may be used for experimental or developmental purposes for no longer than six months, or for portable tools or appliances that must be moved frequently. UL listed surge-protected power strips used with data processing equipment and voltage regulators, timers, and similar controllers are exceptions. All other electrical equipment must be plugged directly into a permanent receptacle.
- **Do not use equipment having worn or damaged electrical cords, plugs, switches, receptacles, or cracked casings.** Running electrical cords under doors or rugs, through windows, or through holes in walls is a common cause of frayed or damaged cords and plugs. Call the facilities electrician at ext. 203 for assistance in repairing university-owned electrical equipment.
- **Do not attempt "free lance" repairs unless you are a qualified electrical technician assigned to perform electrical work by your supervisor.** Call the Safety and Security Department for assistance in determining qualifications to perform electrical work. Fixed wiring may only be repaired or modified by Operations and Maintenance personnel.

- **Do not use 2-pole to 3-pole adapters, cube taps, 2-prong (ungrounded) extension cords, or similar grounding bypass devices.** All electrical devices fabricated for experimental purposes must meet state and university construction and grounding requirements. Extension cords and other purchased equipment must be UL listed.