

ELECTRICAL SAFETY GUIDELINES LOCK-OUT/TAG-OUT POLICY

Clackamas ESD places a high priority upon the safety and well being of all employees. To further our effort to protect employees from harm, the following policy has been established:

Follow these guidelines for general electrical safety:

- Be familiar with the electrical hazards associated with your workplace.
- Unplug electrical equipment before repairing or servicing it; ensure plug is thrown over the top of the machine being serviced.
- If a prong breaks off inside an outlet, do not attempt to remove it yourself. Call maintenance for assistance.
- Ensure that outlets are firmly mounted. Report loose outlets to maintenance.
- All appliances used in Clackamas ESD must be UL approved.
- Do not use an appliance that sparks, smokes, or becomes excessively hot unless the appliance is specifically designed to exhibit these characteristics.
- Keep electrical equipment away from water unless appliance is specifically designed for use around water, such as a wet-dry shop vacuum.

Follow these guidelines for electrical plus and cord safety

- Do not remove the prongs of an electrical plug. If the plug prongs are missing, loose, or bent, replace the entire plug.
- Do not use an adapter or an extension cord to defeat a standard grounding device (e.g., only place three-prong plugs in three prong outlets; do not alter them to fit in a two-prong outlet)
- Use a extension cord only when necessary and only on a temporary basis. **Do not use extension cords in place of permanent wiring.** Request new outlets if your work requires equipment in an area without an outlet.
- Do not run extension cords above ceiling tiles or through walls.
- Keep electrical cords away from areas where they may be pinched and areas where they may pose a tripping or fire hazard (e.g., doorways, walkways, under carpet, etc.).
- Avoid plugging in more than one appliance in each outlet. If multiple appliances are necessary, use an approved power strip with surge protector and circuit breaker.
- Discard damaged cords, cords that become hot, or cords with exposed wiring.
- Never unplug an appliance by pulling on the cord; pull on the plug.