

ELECTRICAL SAFETY EQUIPMENT TOOLS AND CORDS

A. ELECTRIC MAINTENANCE

- 1) Only electrical maintenance personnel are allowed to make electrical connections or repairs to electrical equipment, electrical tools, wiring, cords, cables etc. *(Note: With regards to electrical tools and cords, small tool repair will have an exemption to this statement.)*
- 2) Only electrical maintenance personnel are allowed to open panel boxes to reset breakers and change fuses.

B. ELECTRICAL CORDS AND CABLES

- 1) Before using any electrical extension cords or trailing cables always check them:
 - a) For breaks cuts or crushed damage to the outer insulated covering.
 - b) To make sure the ends are secure on the cord or cable and not broken or cracked.
 - c) To make sure that all prongs on the male end are secure and not missing, broken or cracked. All cords and cables must have a ground plug. *(Note: Small Tools, which are manufactured with a 2-prong plug, are an exception to the previous statement.)* Never use cords or cables which are found to be in an unsafe condition as they may cause electrical shocks and/or fires.
- 2) Never touch any exposed or dangling wires that you may encounter and consider them to be alive until it is positively known that they are dead and that there is not danger of them becoming alive.
- 3) Any electrical extension cords and trailing cables must be approved for the intended use and location. If unsure, check with electrical maintenance.
- 4) Never use, handle or connect electrical cords and trailing cables in wet conditions or when standing in or near water.
- 5) High Voltage Cables (High voltage means any voltage in excess of 208 volts to ground or 300 volts phase to phase).
 - a) The power source to the plug must be turned off before connecting or disconnecting a cable to a high voltage outlet.
 - b) a high voltage outlet must have the power source turned "off" when not in use.
 - c) high voltage outlets must have protective covers which close over the outlet when not in use.

- 6) Care and Protection of Cords and Cables
 - a) All electrical cords and trailing cables must be protected from damage from physical contact.
 - b) Never drive any forklift, pallet jack, etc. over cords or cables.
 - c) Do not drag cords and cables across sharp objects or allow them to come into contact with hot objects.
 - d) Do not string cords or cables across aisles, walkways or roadways.
 - e) Cords and cable must be protected where there is danger of objects falling on them, such as under paint tracks, etc. Use an angle iron etc. to protect cords and cables.
 - f) Keep overhead drop cables from hanging above aisles or where they could be caught by equipment.
 - g) Roll up any unused extension cords and cables and store in designated place.
- 7) Area in front of panel boxes must be kept accessible and must have at least 39" of clearance on all sides.
- 8) In case of electrical fire, follow all emergency procedures and use a "Class C" fire extinguisher to extinguish the fire. If possible, turn off the power supply to the area of the fire.

WARNING - Never use foam or water to extinguish electrical fires as electrocution may result.

C. ELECTRICAL TOOLS

- 1) Protect Yourself.
 - a) Do not wear loose fitting clothing or loose fitting gloves.
 - b) Never wear jewelry such as rings, bracelets, wristwatches, bands, necklaces etc. which may come into contact with rotating part of the tool or cause burns and shocks when in contact with an electrical current.
 - c) Use a face shield if your electrical tools operation creates sparks or flying particles, which may cause face or eye injuries.
- 2) Before using an electrical tool, check the power supply cord for:
 - a) any breaks, cuts or crushed areas
 - b) a good 3 - prong grounding connector on the male end of the cord, which is not broken, cracked or otherwise damaged.
- 3) Before using an electrical tool, check:
 - a) housing to make sure it is not cracked, broken or otherwise damaged.
 - b) to make sure that the switch is in good operating condition.
 - c) that the attachment or accessory is securely attached to the tool.
- 4) Disconnect the power supply cord:
 - a) before attaching or removing an accessory.
 - b) when tool is not in use.
 - c) when making adjustments.

- 5) Never tie, tape, or otherwise fasten the switch of an electrical tool in the "ON" position.
- 6) Do not use electrical tools while standing in water or in moist conditions.
- 7) Keep hands away from rotating and moving parts.
- 8) Do not operate electrical tools in areas where there is a danger of fire and explosion from sparks, because of fumes and gases.
- 9) Keep "breathing holes" clear in the housings of electrical tools to avoid the tool being over heated.
- 10) Keep tools clean, free of dust and oil build-up.
- 11) After use return all electrical tools to their designated storage areas.
- 12) For more detailed procedures on specific electrical tools use the procedure which relates to that specific tool.