

ELECTRICAL SAFETY

For Staff and Students in Instructional Laboratories.

NEVER WORK ALONE

If you are working with energized circuits or equipment, make sure that at least one other person can see you and hear you. In case of emergency call Campus Police at 949.824.5223 or 9-1-1.

PREVENT ACCIDENTS: FOLLOW THIS ADVICE

- Never hurry. Work deliberately and carefully.
- Connect to the power source **LAST**.
- If you are working with a lab kit that has internal power supplies, **turn the main power switch OFF** before you begin work on the circuits. Wait a few seconds for power supply capacitors to discharge. These steps will also help prevent damage to circuits.
- If you are working with a circuit that will be connected to an external power supply, **turn the power switch of the external supply OFF** before you begin work on the circuit.
- Check circuit power supply voltages for proper value and for type (DC, AC, frequency) before energizing the circuit.
- Do not run wires over moving or rotating equipment, or on the floor, or string them across walkways from bench-to-bench.
- Remove conductive watch bands or chains, finger rings, wrist watches, etc., and do not use metallic pencils, metal or metal edge rulers, etc. when working with exposed circuits.

ADDITIONAL CAUTIONS:

- Any equipment used in the laboratories must be equipped with a standard three-prong AC plug or a two-pronged polarized plug.
- All exposed non-current-carrying metal parts of fixed and portable equipment that may accidentally become energized should be grounded.
- All electrical equipment or apparatus that may require frequent maintenance must be capable of being completely disconnected from the power source.
- Do not bring into the lab or use in the lab equipment that does not conform to these rules without specific permission from your instructor, TA, or Lab Technical Personnel.

BASIC ELECTRICAL SAFETY PRACTICES

A. SAFE WORK PRACTICES

1. Turn off and unplug equipment (instead of relying on interlocks that can fail) before removing the protective cover to clear a jam, replace a part, adjust or troubleshoot. Ask a qualified person to do the work if it involves opening equipment and creating an exposure to energized parts operating at 50 volts or more.
2. Don't use an electrical outlet or switch if the protective cover is ajar, cracked or missing. Call FIXIT (x3-4948) and report this.
3. Only use DRY hands and tools and stand on a DRY surface when using electrical equipment, plugging in an electric cord, etc.
4. Never put conductive metal objects into energized equipment.
5. Always pick up and carry portable equipment by the handle and/or base. Carrying equipment by the cord damages the cord's insulation.
6. Unplug cords from electrical outlets by pulling on the plug instead of pulling on the cord.
7. Use extension cords temporarily. The cord should be appropriately rated for the job.
8. Use extension cords with 3 prong plugs to ensure that equipment is grounded.
9. Never remove the grounding post from a 3 prong plug so you can plug it into a 2 prong, wall outlet or extension cord.
10. Re-route electrical cords or extension cords so they aren't run across the floor, under rugs or through doorways, etc. Stepping on, pinching or rolling over a cord will break down the insulation and will create shock and fire hazards.
11. Don't overload extension cords, multi-outlet strips and wall outlets.
12. Heed the warning signs, barricades and/or guards that are posted when equipment or wiring is being repaired or installed or if electrical components are exposed.

B. CHECK FOR UNSAFE CONDITIONS (EITHER BEFORE OR WHILE YOU'RE USING EQUIPMENT:)

1. Is the cord's insulation frayed, cracked or damaged, exposing the internal wiring?
2. Are the plug's prongs bent, broken or missing, especially the third prong?
3. Is the plug or outlet blackened by arcing?
4. Was liquid spilled on or around the equipment?
5. Are any protective parts (or covers) broken, cracked or missing?
6. Do you feel a slight shock when you use the equipment?
7. Does the equipment or the cord overheat when it is running?
8. Does the equipment spark when it is plugged in or when switches or controls are used?

C. IF YOU OBSERVE ANY OF THESE UNSAFE CONDITIONS:

1. Don't use (or stop using) the equipment.
2. Tag/label the equipment UNSAFE--DO NOT USE and describe the problem.
3. Notify your lab supervisor.

Electrical safety is for everyone because even contact with the standard 117 volt electrical circuits, which we constantly use, can be lethal under certain conditions.