



# Tips

## Electrical Safety Exposure

- Use extension cords only when necessary. Never use cords as permanent wiring and never run extension cords through walls, ceilings, floors, doorways, or windows.
- Disconnect circuits and office-related equipment from all electric energy sources if not in use or attended to.
- De-energize electrical circuits before performing any type of work.
- The only people that should do electrical work are Qualified People who have the skills and techniques necessary to distinguish exposed energized parts from other parts of electric equipment.
- Unqualified people should not work on energized parts and should always stay at least 10' away from energized parts.

