



# Employee Training Manual

## Electrical Safety

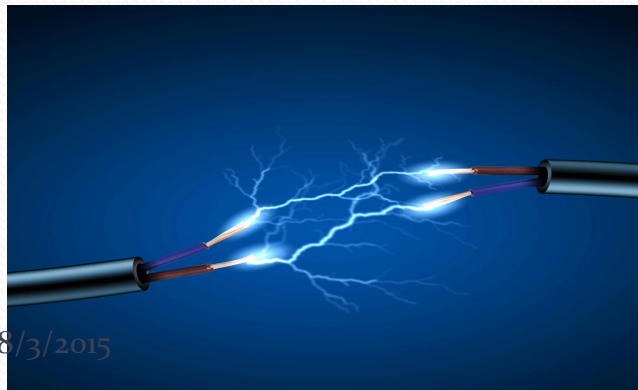
# Electrical Safety

- Electricity has long been recognized as a serious workplace hazard. Electrical systems can expose employees to such dangers as electrical shock, electrocution, burns and fires. Using safe work practices while working on or near de-energized electrical parts can decrease your chances of being injured from electricity.



# Electrical Safety

- How can it hurt me?
  - You can receive a shock when a part of your body becomes part of an electric circuit, causing serious injury or even death.
  - You will get a shock if you touch:
    - 1. Both wires of an electric circuit.
    - 2. One wire of an energized circuit and the ground.
    - 3. Part of a machine which is “hot” because it is contacting an energized wire and the ground.



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- Exposure Effects
  - The effects of an electric shock on the body can range from a tingling, where the body touches the circuit, to immediate cardiac arrest. A severe shock can cause more damage than can be easily seen.



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- Safety Rules

- The following rules apply to all electrical equipment:
  - 1. Maintain electrical equipment.
  - 2. Inspect tools, cords, grounds and accessories.
  - 3. Have problem equipment repaired or replaced immediately.
  - 4. Use safety features like three-pronged plugs, double-insulated tools and safety switches.
  - 5. Ensure machine guards are in place and that lockout/tagout procedures are followed.
  - 6. Install or repair equipment only if you're qualified and authorized to do so.

# Electrical Safety

- 7. Keep electric cables and cords clean and free from kinks.
- 8. Never carry equipment by the cord.
- 9. Use caution when working with electricity around water, damp surfaces, underground metal or any bare wires.
- 10. Wear approved rubber gloves when working with live wires or underground surfaces.
- 11. Rubber-soled shoes or boots should be worn when working on damp or wet surfaces.
- 12. Avoid wearing jewelry or metal objects when working with electricity.
- Good work habits can become second nature. Don't take chances with electricity. One mistake could cost you your life.