General

- Improper use of electrical equipment may result in injury or property damage
- Use of electrical equipment and installations shall conform to good safety practice and applicable laws and regulations
- For more information on electrical safety requirements, contact EH&S

Do Not Use

- **2-wire ungrounded electrical devices.** Departments must purchase only 3-wire grounded equipment. (Exceptions: "Double insulated" electrical devices and equipment operated under 50 volts.)
- **Electrical extension cords or cube taps as substitute for permanent wiring.** Never run extension cords under doors, through windows or holes in walls. Never attach cords to walls or ceilings. Every device must be plugged directly into a receptacle. (Exceptions: Heavy duty extension cords may be used for experimental setups, or for portable tools/appliances used on a transient basis and frequently moved.) The use of a "Fused UL Rated" multi-outlet strip is permissible as long as it is plugged directly into a wall outlet.
- **Worn or damaged electrical cords, plugs, switches, receptacles, or cracked plastic casings.** Electrical cords must be free of cracks, splices, frayed areas, loose connections, or other damage.
- **2-pole to 3-pole adapters, cube taps, 2-wire ungrounded extensions cords or similar devices.** Electrical devices fabricated for experimental purposes must meet all construction and grounding requirements of the State of Oregon. Extension cords and similar devices must be UL listed.
- **Connections to campus power sources other than at existing outlets using conventional plug-in connection.** Any hard-wired or special connections must be made or approved by Facilities Service.

In An Electrical Emergency:

- Dial 911 for emergency aid - Ambulance, Fire Department or Police.

Electrical Operations - Safety Rules

- Wear **protective safety equipment** (such as gloves, hard hats, respirators) as required by OSU policy and supervisors.
- Use **non-metallic** ladders and measuring tapes near energized circuits and for all electrical work.
- Dispose **broken glass** from burned out lamps of in trash containers.
- Send **used fluorescent tubes** to EH&S for proper disposal.
- Before starting work on an engine, motor, line shaft, or other power transmission equipment, a **padlocked lock-out device** is required to make sure equipment cannot be set in motion; if it not reasonably possible to use a lock-out device, a "Do Not Start" tag is to be used.
- Each electrician working on equipment which requires use of a **lock-out device** will use a **personal padlock** for which he/she alone has a key. Duplicate or master keys in the possession of others is prohibited.
- A lock-out **padlock will be removed** only by the electrician who applied it.
- **Work being done in manholes or on overhead equipment** must be **safeguarded** by using proper signs and guards around openings or under work area.
- An **observer** shall be stationed on the surface when any manhole is entered, regardless of the voltage involved.
- **Confined spaces** (manholes and certain tanks, tunnels, manholes, etc) can only be entered under the **confined space program**.
- **Specific supervisor review and approval is needed for work on live lines over 277 volts.**
- Training is required prior to work with live line tools.
- Supervisor approval of work plans is required for high voltage electrical switching.
Use approved testing equipment when opening primary and secondary switches to be sure that the system is de-energized. To perform this job, use approved electrical gloves and with grounding straps. Wear appropriate eye protection.

Before starting work on a de-energized high voltage circuit, place warning signs or tags on the control switches where the operation of such switches would create a hazard.

For work on energized high voltage equipment, at least two employees are required.

The following protective equipment is mandatory for employees who perform high voltage switching operations in confined areas which could produce sparks:

1. Approved safety hat for electrical work.
2. Approved switching helmet and eye protection.
3. Approved electrical gloves and cover gloves.
4. Knee length flameproof coat.

Safety equipment used for work on high voltage equipment will be specifically approved by electricians. No substitutions for approved equipment is permitted.

Inspect each tool or piece of equipment used as safety devices for high voltage work. Only use equipment in good condition.