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Below are 14 tips to prevent electrical accidents in your workplace.

- 1) Use only equipment that is properly grounded or double-insulated
- 2) Do not overload outlets;
- 3) Do not plug multi-outlet bars to other multi-outlet bars;
- 4) Only use equipment that has been approved by a national testing laboratory For a full list of approved labs
- 5) Minimize the use of extension cords. Do not plug two extension cords together;
- 6) Do not cover power cords or extension cords with rugs or mats, as this can cause issues with the wires or create potential tripping hazards
- 7) Do not run electrical cords through pedestrian aisles, as this creates tripping hazards
- 8) Unplug or disconnect machines before servicing or repairing, and check to make sure the machine is actually disconnected and turned off prior to service
- 9) Do not ignore warning signs. If an item feels hot, makes an unusual noise (buzz or hum), smokes or sparks, take it out of service immediately and tag it "Do Not Use"
- 10) Inspect cords and equipment regularly, and report any defects immediately
- 11) Cover or guard any exposed electrical components or wires, and make sure employees are aware of any hazards
- 12) Unplug cords from the outlet by gripping the plug. Do not just pull the cord from a distance
- 13) Do not use electrical equipment or appliances near water or wet surfaces
- 14) Never use electrical equipment when your hands or the equipment is wet