



ELECTRICAL SAFETY TIPS

Electricity is a powerful tool, but it can cause serious injuries including shocks, burns, falls, and even death if not handled properly.

PREVENT INJURY IN THE WORKPLACE BY TAKING THE FOLLOWING STEPS:

- Establish rules and procedures for access to electrical control cabinets
- Train workers to recognize and avoid unsafe working conditions, including the importance of de-energizing (shutting off) electrical systems before performing repairs
- Always test a circuit with a simple circuit tester to make sure it's de-energized before working on it
- Equip voltage-regulating equipment with color-coded wiring
- Train workers in CPR/First Aid
- Lock out and tag out circuits so they cannot be re-energized
- Proper personal protective equipment (PPE) should always be used
- Never use aerosol spray cans around high-voltage equipment
- Remove jewelry and metal objects or apparel from your body before beginning work
- Do not overload circuits
- Test Ground Fault Circuit Interrupters monthly using the "test" button
- Use three-prong plugs and never use a three-prong grounding plug with the round prong broken-off
- Use extension cords properly. If an extension cord must be used, choose one with sufficient ampacity for the tool being used. An undersized cord can overheat and cause a drop in voltage and tool power.
- Check the tool manufacturer's recommendations for the required wire gauge and cord length
- Power cords and extensions should be inspected regularly
- Do not pull cords. Always disconnect a cord by the plug.
- Use correct connectors. Use electrical plugs and receptacles that are right for your current and voltage needs. Connectors ensure that only matching plugs fit together.
- Inspect tools before using them by checking for cracked casings, dents, missing or broken parts, and contamination (oil, moisture, dirt, corrosion). Damaged tools must be removed from service and properly tagged, and must not be reused until they are repaired, tested, and certified as safe.
- Protect your tools by keeping them away from the heat, oil, and sharp objects which can lead to cord insulation damage
- If a tool or cord heats up, stop using it and report the condition to a supervisor or instructor immediately
- Never carry a tool by the cord. Be sure to disconnect cords by pulling the plug, not the cord.
- Wear safety glasses to avoid eye injury
- Don't wear hard hats backwards
- Wear shoes or boots that have been approved for electrical work. Tennis shoes will not protect you from electrical hazards. Footwear will be marked with "EH" if it is approved for electrical work. Footwear made of leather must be kept dry to protect you from electrical hazards, even if it is marked "EH".

For assistance establishing or reviewing electrical safety procedures in the workplace, the Workers' Compensation Management Bureau is here to help – email WCMB@mt.gov.