



To the University Community:

Electricity, while an essential part of modern life, has long been recognized as a significant workplace hazard. Electrical related hazards exist in many forms, such as: electrical shock, electrocution, electrical burns, and explosions. Whenever, and wherever, electrical power is used, these hazards exist.

The Western New England University Safety Committee would like to highlight a few proactive steps you can take in order to help to prevent an electrical issue from occurring on Campus.

1. Inspect all equipment cords and plugs, checking for damage (i.e. bent or missing prongs) or exposed wires.
2. Check outlets/receptacles as to ensure they are free from damage and firmly fastened.
3. Do not use extension cords in place of fixed permanent wiring.
4. Do not block fuse (or circuit) panels. Three feet of empty space (on all sides) is required by code.
5. Never remove a grounding pin from a cord.
6. Do not overload any receptacle. This will cause the circuit to trip.
7. Considering #6 above, multi-plug adaptors may only be used when: 1) they have their own internal circuit breaker (i.e. fuse); and 2) they are utilized according to manufacturer design and recommendations.
8. Report any observed electrical defect, or received electrical shock, to Facilities Management.

The University has licensed electricians on staff in order to maintain the Campus power system. Questions regarding adding electrical equipment to an existing circuit, or to report a potential electrical hazard, Faculty, Staff and Students should use the Facilities Management work order system.

Thank you for your cooperation.