

- Operating tools in a safe place—not in an area containing explosive vapours or gases.
- Not cleaning tools with flammable or toxic solvents.
- Inspecting and maintaining your tools according to manufacturer's instructions.
- If you must use a power tool in a damp or wet area, connect it to a ground fault circuit interrupter (GFCI) and raise the cord.

At Work, At Home

Twice as many incidents involving electricity occur at home than at work. That's why your knowledge of electrical safety is so important. Share your knowledge and teach your family the "do's and don'ts" of electricity.



Take an inventory of all your home electrical equipment. Check for:

- Frayed cords
- Overloaded circuits
- Too many plugs in one outlet
- Defective equipment
- Plugs missing the third prong [ground] (unless they are on a double insulated tool)
- Installed GFCI as required

If you find something wrong, replace or fix it. Consult a technician if you're not qualified. Teach your children some safety basics. Explain that their safety is important to you.

Some precautions

- Make sure your hands are dry before plugging in an appliance.
- Do not use a radio or other electrical appliance in the bathroom.
- Do not use a knife or fork to remove toast from a toaster.
- Do not take the back off your TV or similar equipment—leave repairs to a competent technician.



For more information, refer to current applicable Occupational Health and Safety Legislation.

The Alberta Construction Safety Association's mission is to



provide quality advice and education for the construction industry that will reduce human suffering and financial costs associated with workplace incidents. This brochure is part of a series, **The Toolbox Brochures**, which are available on a variety of safety topics. If you have any questions or comments please contact:

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Electrical Equipment



Making Safety A Way Of Life



The Alberta Construction Safety Association

Power of Knowledge

Too often, a worker or person at home will have an incident because he or she didn't understand that there was danger.

For your benefit and for the benefit of others, acquaint yourself with electricity, power sources, and safety procedures around electrical equipment.

At the work site, find out more about safety and electricity.

Remember—some power tools only require two-prong plugs as they are “double insulated.”

At work and at home, explain the dangers of electricity and learn the procedures that reduce the risk of an incident or injury.

The Invisible Killer

It's a fact—electricity kills. Burns, shock, and electrocution are common hazards that everyone needs to watch out for. Basic safety practices can help you avoid a minor injury or a major catastrophe.

Many tools used in everyday construction work are potentially hazardous. By using your tools correctly and following proper maintenance procedures, you can greatly reduce the risk of electrocution.

As well, watching out for power lines and other power sources is an important part of safety at any work site.

Frayed Cords

Using a frayed cord is a classic example of a poor safety practice. Do not overlook the obvious—keep your cords and tools well maintained.



Ground Yourself in Safety

Proper safety procedures must be used. Consult other experienced workers, supervisors, or safety professionals about the proper use and care of hand tools, power tools, and power sources.

Safety Guide

When using or working near a power source, be sure you know which safety procedures you should follow. If in doubt, get help.

Follow these general guidelines:

- Watch out for faulty equipment.
- Ground equipment properly.
- Take the proper precautions when using equipment in damp conditions.
- Avoid stringing cords across work areas—they may cause trips and falls.
- Use lock/tagouts as required.

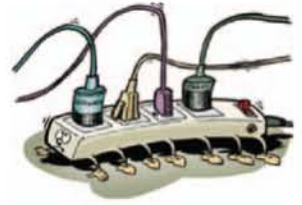


Always:

- Inspect cords and plugs daily.
- Use three-prong dead-front plugs (except with double-insulated tools).
- Pull the plug—not the cord.
- Keep cords away from heat, water, and oil.
- Replace open-front plug—this reduces the danger of shock or short circuit.
- Use extension cords for temporary jobs only—never for permanent wiring.
- Use undamaged cords and plugs.
- Wear rubber-soled shoes or work boots.

It is also important to remember what **NOT** to do:

- Never use light duty power cords for heavy duty work.
- Never plug too many cords into one outlet.
- Never tie knots in power cords.
- Never carry a power tool by its cord.
- Never break the ground prong off the plug.



More to Know

You're good at your job and are proud of your knowledge and safety practices. Yet there is always more to learn about tools and work site practices that will reduce risks.

Study the legislation and manufacturer's specifications for new and old tools. Learn the proper steps for working with power sources and other work site materials. Your best bet is to follow the safest procedure.

Share your knowledge with others by:

- Switching tools OFF before connecting.
- Turning the tool off and then disconnecting it if you have to make adjustments.
- Making sure tools are properly grounded or double insulated.
- Testing tools for proper grounding.
- Using the switch to turn ON/OFF — don't just pull the plug from the socket.
- Using lock/tagout procedures.
- The best tools to use have an 'Auto OFF' position—when trigger is released, tool turns off.