

This guidance document is intended to provide employees with general electrical safety information to minimize the risk of a fire hazard risk and/or personal harm within the buildings at Carleton University.

POWER SOURCES GUIDELINES:

- At Carleton University the preferred order of power sourcing is as follows:
 1. Direct connect to outlet
 2. Power bar with surge protector
 3. Extension cord

** Placing multiple extension cords and/or power bars in series (daisy-chains) is not permitted.*

BASIC ELECTRICAL SAFETY GUIDELINES:

- Be familiar with the electrical hazards associated with your workplace.
 - Use extension cords and power bars only when necessary and only on a temporary basis. Do not use extension cords in place of permanent wiring. If your work requires equipment in that area, requests for additional outlets may be made via ICB to Facilities Management and Planning.
 - Do not remove the prongs of an electrical plug. If plug prongs are missing, loose, or bent, replace the entire plug.
 - Do not use an adapter or extension cord to defeat a standard grounding device. (e.g., only place three-prong plugs in three-prong outlets; do not alter them to fit in a two-prong outlet.)
 - Use extension cords that are the correct size or rating for the equipment in use. The diameter of the extension cord should be the same or greater than the cord of the equipment in use.
 - Do not run electrical cords above ceiling tiles or through walls.
 - Keep electrical cords away from areas where they may be pinched and areas where they may pose a tripping or fire hazard (e.g., doorways, walkways, under carpet, etc.)
 - Avoid plugging more than one appliance in each outlet. If multiple appliances are necessary, use an approved power bar with surge protector and circuit breaker. Do not overload the circuit breaker.
 - Discard damaged cords, cords that become hot, or cords with exposed wiring.
 - Never unplug an appliance by pulling on the cord; pull on the plug.
 - Unplug electrical equipment before repairing or servicing it.
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- Contact MCC @ 3668 if:
 - A prong breaks off inside an outlet. Do not attempt to remove it yourself.
 - An outlet is loose and not firmly mounted.
 - You are experiencing electrical problems (i.e., tripped breakers, broken switches, and flickering lights).

The Electric Safety Authority (ESA) warns that unapproved electrical products represent a high risk of potential electrical short and fire hazard. Ensure that all electrical equipment has one of the recognized certification markings provided below. Discard all electrical equipment that does not have one of the recognized certification markings.

The following are the current ESA recognized certification markings:



The Basic Electrical Safety Guidelines provided within this safety sheet are based on the following applicable Policy and Legislation:

- The Ontario Fire Code (O. Reg. 213/07)
- Ottawa Fire Services required application of the International Fire Code
- National Fire Protection Association
- CSA Z462, Workplace electrical safety
- Canadian Electrical Code
- Building Authority responsibilities