

Electrical Safety Guidance

Surge Protector and Power Strip Safety

Safety is a shared responsibility amongst the entire Carleton community. To mitigate fire, tripping, and workplace hazards, it is important to practice safe use of surge protectors and power strips across all Carleton University facilities.

Preferred Order of Power Sourcing

- Direct connection to outlet
- Power strip with surge protector

Guidance

- Be familiar with equipment and manufacturer's instructions and guidelines.
- Be familiar with the electrical hazards associated with your workplace.
 - Damaged cords/prongs/plugs, overloaded circuits, etc.
 - Damaged cords should be taken out of service immediately and replaced.
- Do not run electrical cords above ceiling tiles, under rugs, or through walls as this presents a fire hazard.
- Keep electrical cords away from areas where they may be pinched and areas where they may pose a tripping hazard (e.g. doorways, walkways, etc.).
- Avoid plugging more than one appliance in each outlet to avoid overloading the circuit.
- Unplug an appliance by grabbing the plug to avoid damaging the cord.
- If using extension cords for temporary purposes, ensure that they are the correct size, CSA approved, and properly rated for the equipment in use.
- Do not use an adapter or extension cord to defeat a standard grounding device.
 - Do not alter electrical prongs to fit a different size outlet.

NOTE: Use extension cords and power bars only when necessary and only on a temporary basis. A temporary basis is defined as a limited period of time only when the area is occupied. Any extension cords are to be unplugged and stored properly when area is not occupied, including during evenings, weekends, and university closures. Do not use extension cords in place of permanent wiring. If your work requires equipment in that area where there is not already a power source, a request for permanent wiring must be made to Facilities Management and Planning.

For questions or to report workplace safety concerns, contact ehs@carleton.ca.

For questions or to report a fire safety concern, contact fireprotection@carleton.ca.