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**SAFETY IS AN INVESTMENT IN YOUR FUTURE.**

Everything starts with Safety at IEC

**Safety Tips to Avoid Electrical Injuries**

Toolbox Talk # 5013

* Recognize electric shock and arc flash hazards, as well as other risks that could arise (ie. a warm outlet could indicate unsafe wiring conditions, in which case you should unplug any cords and have a certified electrician check the wiring).
* Always know the location of the panel and circuit breakers in case of an emergency.
* Use the correct tools (ie. extension cords and equipment that are rated for the level of amperage or wattage you are using) and inspect (equipment, extension cords, power bars, and electrical fittings) for wear and tear before using them.
* When needed, always tape extension cords to walls and/or floors. Staples and nails can damage the extension cord causing shock and fire hazards.
* Keep equipment away from energy sources.
* Test every circuit and conductor before touching it.
* Only approach electrical equipment and conductors when de-energized.
* Lock out/tag out and ground prior to working on equipment.
* Assume de-energized electrical equipment and conductors are energized until lockout/tagout, test, and ground procedures are executed.
* Wear clothing and equipment that are protective and use insulated tools in areas where there are possible electrical hazards.
* When working with or in close proximity to electricity and/or powerlines, choose a ladder that has non-conductive side rails.
* Install ground fault circuit interrupters (GFCIs) near areas that are wet or damp. GFCI’s have the ability to interrupt electrical circuit before a currect strong enough to cause death or serious injury can occur.
* Substitute damaged 3-prong plugs and be certain the third prong is properly grounded.
* Do not come in contact with an individual electrical apparatus in the event of an electrical accident. The power source must always be disconnected first.

Following these basic safety tips will help avoid grave – or even life-threatening – injuries while working with electrical equipment.

Please read and understand this important document and sign on the reverse side that you have done so.

YOUR SIGNATURE ON THE REVERSE SIDE INDICATES THAT YOU HAVE READ AND UNDERSTAND THE CONTENTS OF THIS DOCUMENT.

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Attendance – Toolbox Talk

Company / Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Topic: Safety Tips to Avoid Electrical Injuries

# I have read and understand Toolbox Talks, topic as shown, on date indicated.

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