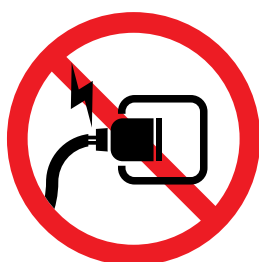
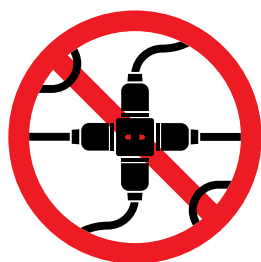


# Electrical Safety-Know The Ground Rules

Department managers are accountable to appoint an authorized subject matter expert for electrical safety to develop and maintain electrical safety rules in line with internationally recognized standards and local legislation (KAUST OHSMS, HSE-OHSMS- PR08).

For a safe work environment below are some ground rules which reduces the chances of electrical injuries:

- Use only authorized persons to work on electrical equipment and to carry out assigned work.
- Electrical work must have an accompanying task specific risk assessment and method statement. Follow KAUST Lockout/Tagout (LOTO) procedures.
- Use equipment or work instructions that control static electricity to prevent discharge or arc flash that could harm people or damage equipment.
- Check for potential sources of electricity near your workplace and ensure all tools are in good condition and insulated.
- Check for your surroundings before start work.
- Always disconnect power tools when not in use.
- Ground Fault Circuit Interrupter (GFCI) must be used when using electricity in a wet or damp location, e.g., faucets, ice machines, tea stations.
- Only use power strips and adapters with the UL (Underwriter Laboratories) or CE (Conformité Européenne) symbols.
- Before excavation or manual digging, identify and secure all underground utilities (refer to as built drawing, scanning, etc)



- DO NOT overload outlets with a lot of appliances or devices.
- DO NOT use power strips that are not equipped with a ground pin for electrical devices that must be grounded.
- DO NOT use outlets or cords that have exposed or defective wiring.
- DO NOT disconnect the power supply by pulling the cord from the outlet. Pulling the cord could cause wear and increase the electrical hazards.
- DO NOT run cords under the carpet and also protect cords from vehicles, pedestrians if used outside. Ensure there are no trailing cables that can cause people to trip or fall.
- DO NOT daisy chain (plug one extension cord into another). Daisy-chaining creates a risk of fire.
- DO NOT store combustible or flammable materials near electrical sources, electric heat sources and/or lights.