

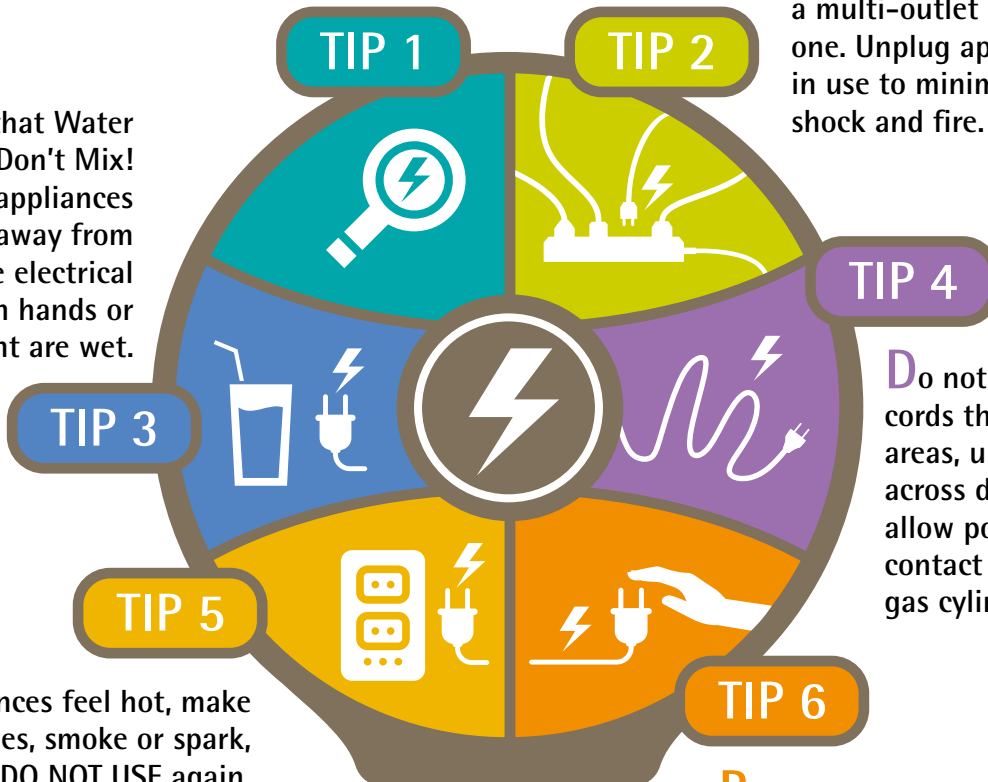
# Electrical Safety Tips for the Office

**I**nspect cords and equipment regularly, and report any defects immediately. Ensure cords are not frayed, cracked, or damaged in any way.

**N**ever overload outlets with too many appliances that will exceed 15 amps per 20 amp circuit. Do not daisy chain power strips by plugging

a multi-outlet bar into another one. Unplug appliances when not in use to minimize the risk of shock and fire.

**R**emember that Water and Electricity Don't Mix! Keep electrical appliances and power away from water. Never use electrical equipment when hands or the equipment are wet.



**D**o not run electrical cords through high-traffic areas, under carpets or across doorways. Do not allow power cords to make contact with compressed gas cylinders.

**I**f appliances feel hot, make unusual noises, smoke or spark, unplug and DO NOT USE again. Call **959**. Private electrical equipment should not be used in KAUST offices.

**P**ull the plug – not the cord – when disconnecting an electrical appliance from an outlet to avoid placing stress on the terminals inside the plug.

**Electrical equipment used in an office is potentially hazardous and can cause serious shock, and burn injuries if improperly used or maintained.**