



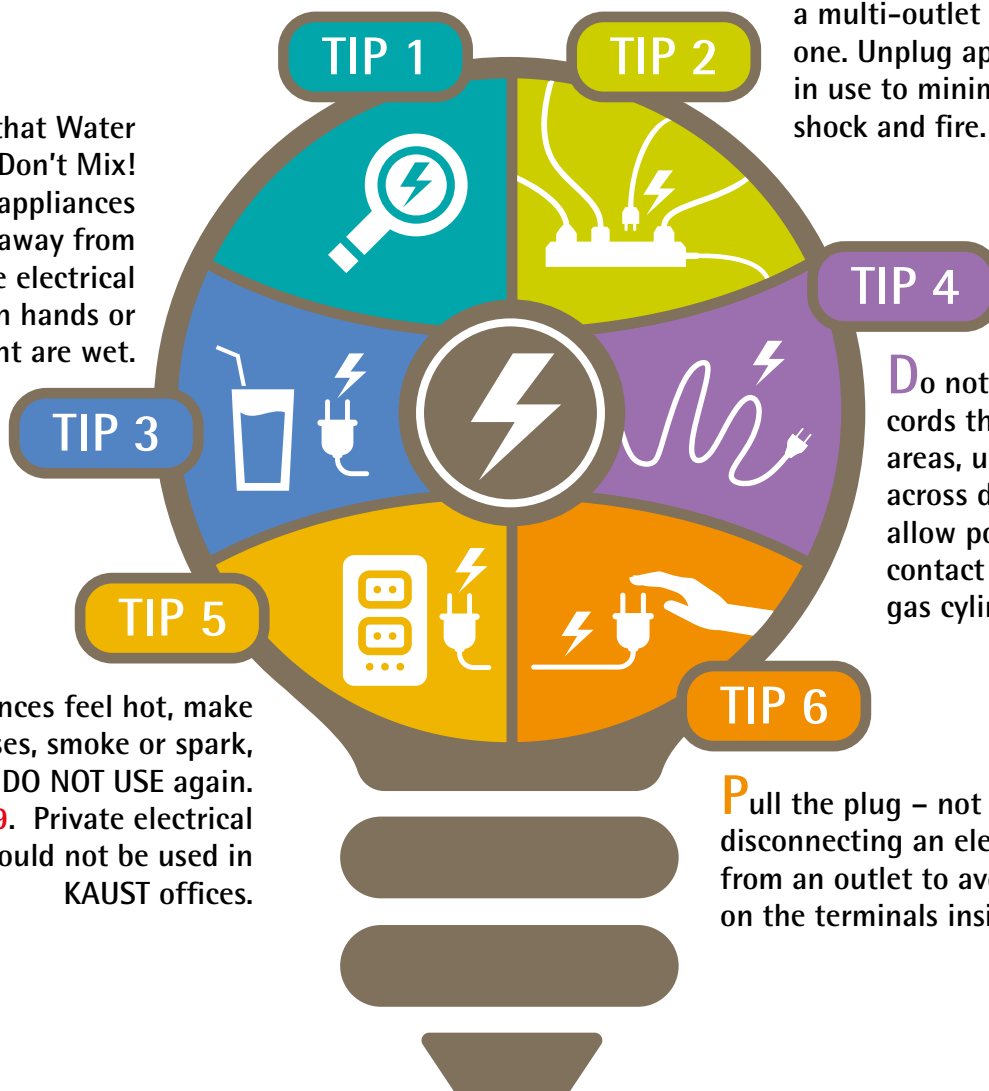
Electrical Safety Tips for the Office

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

Remember 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.

Never 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.



If 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.

Do 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.

Pull 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.