



ELECTRICAL SAFETY

While Working From Home



Do you have a **home office** or **work from home**? Follow these **electrical safety tips** to keep you and your home safe from electrical hazards.



1



Avoid **overloading** outlets.

2



Unplug appliances when not in use to save energy and minimize the risk of shock and fire.

3



Regularly inspect electrical cords and extension cords for damage.

4



Extension cords should only be used on a **temporary basis**.

5



Never plug a space heater or fan into an **extension cord** or **power strip**.

6



Never run cords under **rugs / carpets, doors, or windows**.

7



Plug in smartly. Make sure cords do not become tripping hazards.

8



Keep papers and other potential combustibles at least **three feet away** from space heaters and other heat sources.

9



Make sure you use **proper wattage** for lamps / lighting.

10



Make sure your home has **smoke alarms**. Test them monthly, change batteries yearly, and replace the unit every 10 years.

Wherever you work, it's always important to be safe.



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