

TML\MSH Microbiology Department Policy & Procedure Manual	Policy # MI\LS\20\v02	Page 1 of 2
Section: Laboratory Safety Manual	Subject Title: Electrical Safety	
Issued by: LABORATORY MANAGER	Original Date: April 20, 2001	
Approved by: Laboratory Director	Revision Date: October 22, 2003	

Policy:

It is essential to have adequate knowledge of electrical safety as it applies to the various types of equipment used during operation, maintenance and trouble shooting. New, modified, or repaired equipment shall be checked for safe operation before being placed into service.

Purpose:

The policy provides direction for all staff to do their part to ensure a safe and healthy work environment.

Responsibility:

Manufacturer, management and personnel

Key Elements:

- Precautions required when working with electrical equipment.

Related Documents:

EQUIPMENT SAFETY	MI\LS\19\v01

Procedure:

Precautions required when working with electrical equipment.

1. Ensure that hands and work surfaces are dry before touching electrical equipment or connecting cords.
2. Use ground fault interrupter (GFI) receptacles where equipment is located around moisture.
3. Use only equipment that is equipped with a three-pronged grounded plug (the ground pin should never be removed).
4. Examine all wiring, plugs, and extension cords for any signs of exposed wires, fraying or deteriorating insulation. Replace if necessary.
5. Check all electrical outlets for current, grounding and polarity at least annually.
6. Ensure there are a sufficient amount of electrical outlets to avoid multi plug adaptor use.

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7. In the event of a shock (even if minor) or emission of smoke or a burning smell, immediately tag the equipment “out of order” and remove it for servicing.
8. Ground portable equipment to prevent shock
8. Do not over-ride fuses, circuit breakers or interlock switches.
9. Remove cords from receptacles by grasping and pulling the plug, not the cord.
10. Ensure that extension cords consist of three separate insulated wires and 3-pronged connectors in good condition and that they are of the appropriate amperage for the purpose for which they are being used.
11. Do not use extension cords through walls, doorways, ceilings and floors as they are not substitutes for permanent wiring.
12. Ensure that all cords are kept off walkway floors where they can become tripping hazards or be damaged; protect cords by running them along perimeter walls or enclosing them in protective covers.
13. For all electrical equipment (including radios, kettles, etc.), check to see if they have a CSA-approved identifier or other approved identifier. If so, they may be used. If not, contact Engineering to arrange an inspection.
14. At TML/MSH :
 - ◆ Black electrical outlets are for regular electrical power needs.
 - ◆ Red electrical outlets are for emergency power. Only critical equipment is connected to these outlets permanently.