

# Electrical Considerations for Telecommuters

Computer and office equipment should be installed properly. To help reduce the risk of fires, electric shocks, and other safety hazards, employees should ensure the following:



Frayed wire

## Equipment Cords and Plugs

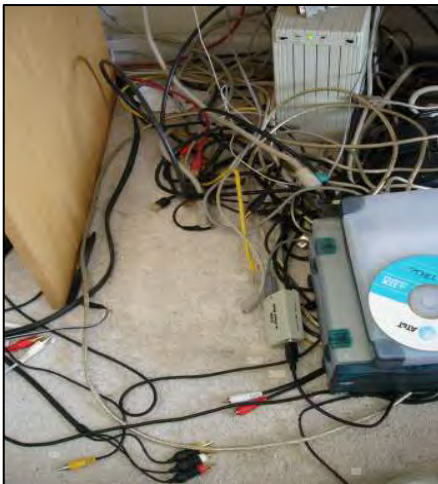
- Check cords for damage. If the cords are worn, frayed or cracked, replace them immediately
- Ensure all equipment is Underwriter's Laboratory (UL) approved
- If an appliance has a three-prong plug, use it only in a three-slot outlet. Never force it to fit into a two-slot outlet or extension cord

## Outlets, surge protectors and extension cords

- Never overload extension cords, wall sockets, or circuits. Avoid using "octopus plugs" which allow many cords to be plugged into a single receptacle
- Never put cords under carpeting, over ceiling tiles, or through wall or door openings
- Use an appropriate surge protector. Never plug a surge protector into an extension cord or another surge protector
- Ensure the breaker and outlet have sufficient amperage to handle installed equipment. Nuisance tripping of the circuit breaker indicates overloaded outlet or other electrical problems



Overloaded outlet



Unsecured cords

## Other Considerations

- Prevent tripping hazards by keeping cords out of walkways and away from your feet and chair. Neatly secure the cords under your desk
- Allow room for air circulation for the computer or laptop
- Make sure all electrical appliances are turned off when unattended or when you leave the house
- Immediately unplug any piece of equipment that gives even the slightest shock (i.e. tingling sensation) and have it checked by a qualified electrician

For additional information, Contact REHS at (732) 445-2550 or contact a qualified electrician.