



The
UNIVERSITY
of VERMONT

Physical Plant Department

SAFE + SOUND 

Happy New Year to all,

As we ring in the New Year having achieved many goals that were set five years ago it's time to set new ones. This coming year we will be sending out helpful reminders regarding our health and safety programs and ways of achieving a healthy and safe workplace. While we have been successful in the development and implementation of our Health and Safety programs, there is always opportunity to build on our success. Our goal is for everyone to think **Safety First!** With this first on our mind we all have better opportunity to go home **Safe + Sound!** This campaign is in conjunction with OSHA's **Safe + Sound** campaign.

The reminders will be sent out based on seasonal activities, semester focused worked activities or on a rare occasion we may be reactive based on an incident or near miss.

This month our qualified electrical personnel will have their annual refresher as one part of making them qualified personnel. However, when thinking **Safety First everyone** in PPD should think about where electrical hazards are commonly found, your first thought likely isn't your office or shop. However, electrical equipment used in offices can be hazardous and result in serious injuries if not properly maintained. The Georgia Institute of Technology recommends the following tips to help prevent exposure to workplace electrical hazards:

- Ensure all appliances or equipment are turned off before leaving work at the end of the day.
- Use only grounded appliances or equipment that can be plugged into grounded three-prong outlets.
- Is an appliance giving off a strange smell? Unplug it immediately.
- Do not use appliances or equipment with cracked, frayed or broken cords.
- Keep walkways and doorways clear of clutter and extension cords.
- Never hang or suspend extension cords with staples, nails or wires.
- Check plugs to ensure they fit securely into outlets; however, never attempt to force a plug into an outlet.
- Be aware that loose-fitting plugs can potentially cause equipment to overheat and catch fire.
- Check that all appliances or equipment in your office or shop have been approved by an independent testing laboratory.
- Keep a minimum of 3 feet of clearance in front of electrical panels.