

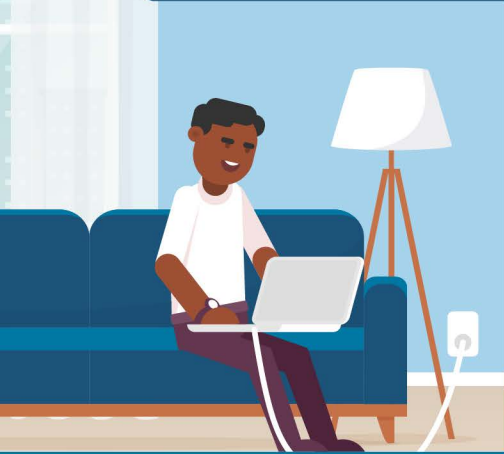


# ELECTRICAL SAFETY

## 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**.



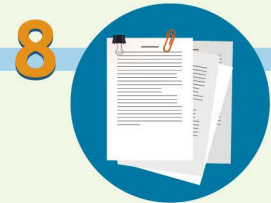
5 Never plug a space heater or fan into an **extension cord** or **power strip**.



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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