ACCIDENTS INVOLVING ELECTRICITY POSE A HIGH RISK OF SERIOUS INJURY OR DEATH. FOLLOWING THESE GUIDELINES WILL HELP UNIVERSITY STAFF AND STUDENTS TO SAFELY USE COMMON ELECTRICAL EQUIPMENT.

Guidelines

- **Don't** use 2-prong ungrounded electrical devices. All department-purchased electrical equipment must be 3-prong grounded. Certain tools may be double insulated (see symbol on casing).

- **Don't** use extension cords or power taps ("Waber Strips") as a substitute for permanent wiring. Extension cords and temporary power taps may be used for experimental/developmental purposes for no longer than 6 months, or for portable tools or appliances that must be moved frequently (except UL listed surge-protected power strips used with data processing equipment and voltage regulators, timers, and similar controllers). All other electrical equipment must be plugged directly into a permanent receptacle (see UCR Policy and Procedure #425-18 Electrical Service Extension Safety at [www.vca.ucr.edu/index.php?content=policies/policies.php](http://www.vca.ucr.edu/index.php?content=policies/policies.php)).

- **Don't** use equipment with worn/damaged electrical cords, plugs, switches, receptacles, or cracked casings. Running electrical cords under doors/rugs, through windows or holes in walls is a common cause of frayed/damaged cords and plugs. Call the Physical Plant’s Service Desk at 827-4214 for assistance in repairing University-owned electrical equipment.

- **Don't** attempt freelance repairs unless you are a qualified electrical technician assigned to perform electrical work by your supervisor. Fixed wiring may only be repaired or modified by Physical Plant Electrical Shop.

- **Don't** use 2-pole to 3-pole adapters, cube taps, 2-prong (ungrounded) extension cords, or similar grounding bypass devices.

- All electrical devices fabricated for experimental purposes must meet state and University construction and grounding requirements.


- Equipment developed as part of a research investigation or grant must have a thorough, documented review by a qualified individual with knowledge and experience in the components, their use, and operation.

Visit [www.ehs.ucr.edu](http://www.ehs.ucr.edu) for additional information or call EH&S at 827-5528 if you have any questions.