



INJURY PREVENTION

Quick Review of Safety

Cord Management

- Plug power strips or surge protectors directly into wall outlets. If there is no outlet nearby, ask for a power strip or surge protector with a longer cord or move items on the desk closer to the outlet. Avoid using an extension cord.
- Power strips or surge protectors are most often designed for low amperage equipment, such as computers, monitors, phones and other office equipment. High amperage equipment should be plugged directly into wall outlets.
- Multi-taps and splitters should be used sparingly or not at all; they can overload circuits, trip breakers and increase the risk of fire.
- Cords should not cross walkways. If a cord is crossing a walkway, it should be secured and covered with a highly visible bridge.
- Keep cords managed under desks. They should not be in a position to cause tripping injuries.
- If you encounter any damaged or frayed cords, do not use the equipment and report the damage immediately to a supervisor or member of management.



INJURY PREVENTION

Quick Review of Safety

Cord Management

- Plug power strips or surge protectors directly into wall outlets. If there is no outlet nearby, ask for a power strip or surge protector with a longer cord or move items on the desk closer to the outlet. Avoid using an extension cord.
- Power strips or surge protectors are most often designed for low amperage equipment, such as computers, monitors, phones and other office equipment. High amperage equipment should be plugged directly into wall outlets.
- Multi-taps and splitters should be used sparingly or not at all; they can overload circuits, trip breakers and increase the risk of fire.
- Cords should not cross walkways. If a cord is crossing a walkway, it should be secured and covered with a highly visible bridge.
- Keep cords managed under desks. They should not be in a position to cause tripping injuries.
- If you encounter any damaged or frayed cords, do not use the equipment and report the damage immediately to a supervisor or member of management.