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:

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.

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.