



Electricity is critical to running our business. However, it can also be dangerous if we are not aware of the hazards it presents.

In the general workplace, be aware of hazards such as:

- Exposed electrical parts or wires
- Inadequate wiring or outlets
- Damaged wires
- Equipment or cords running hot
- Equipment or electrical sockets not working

If you have any of these conditions, **do not try to repair the problem yourself**. Open a Service Channel work order requesting an Electrician. Store Maintenance will hire a licensed electrician to support your needs.

## TIPS ON STAYING SAFE

### Extension cords/Power Strips/ Outlets

- Discard cords and plugs with exposed wires.
- Unplug cords by grasping the plug; Do not just yank on the cord.
- Extension cords should not be used in place of permanent wiring.
- Power strips should not be permanently mounted to a wall or any other structure.
- Power strips or extension cords should not be connected to each other.
- Insert plug covers (“child safety caps”) on unused electrical sockets. (CP #3032824)
- Make sure any outlet by a sink or other water source is a GFI.



### Electrical Panels

- Electrical panels must have 3 feet of clearance. Tip: Tape off 3 feet on the floor so to give a visual reminder of what 3 feet clearance looks like.
- Keep the panel door closed at all times.
- Do not tape or secure a breaker in the “on” position. If the breaker cannot “trip”, it cannot turn off the power during a surge. This could cause a fire or electrical shock! Open a work order if you are having problems with a breaker tripping.
- The panel should have a directory identifying each individual circuit breaker (by area, use, etc.) It is usually found secured to the inside face of the cover



Don't forget to share your feedback and suggestions on how we can improve our health and safety programming!

Contact [RetailSafety@luxotticaretail.com](mailto:RetailSafety@luxotticaretail.com) with any questions.

