

THE MEDICAL COLLEGE OF GEORGIA

ADMINISTRATIVE POLICIES AND PROCEDURES

Office of Primary Responsibility
Environmental Health & Safety, Fire Safety

Subject:
Electrical Safety: General Use

1.0 Purpose

To prescribe the policy and procedures which apply to safety associated with the general use of electricity.

2.0 Policy

The Medical College of Georgia will take every precaution to protect all persons, buildings, and property from hazards arising from the use of electricity. For this purpose, the college adopts as its standards the National Electric Code and the Life Safety Code of the National Fire Protection Association, as adopted by the State of Georgia, which contains basic minimum provisions necessary for safety.

3.0 Procedure

- 3.1 Absolutely no electrical installation, modifications, repair, or maintenance shall be performed by departmental personnel other than MCG Facilities Management personnel or duly authorized contractors.
 - 3.1.1 This does not apply to UL approved electrical devices or appliances that can be plugged into a standard wall outlet.
- 3.2 Extension cords may be used only on a temporary (less than 8 hours) or emergency basis. Where there is a constant or repetitive need, permanent wiring must be requested. Environmental Health and Safety or Facilities Management should be notified if there is any question as to whether or not the use of an extension cord is acceptable.
 - 3.2.1 Extension cords are not to be purchased except by IDR to the Facilities Management Division. The IDR must include the intended use for the extension cord. Requests deemed unacceptable use of the equipment, will void the IDR.
 - 3.2.2 When a temporary extension cord is used, including audiovisual equipment, it must be disconnected when not in use and stored properly. It must be used in such a manner as to not cause a tripping hazard.
- 3.3 The use of approved outlet extenders is allowed, but only the type installed by the Facilities Management Division. The use of this equipment is restricted as follows:
 - 3.3.1 This equipment can only be used inside a room that is used as an office. All other use is prohibited.
 - 3.3.2 Only one of these extenders can be used in any room.
 - 3.3.3 This equipment should not be used to power high-wattage equipment (copy machines, etc.).
- 3.4 The use of UL approved surge protectors is allowed. Surge protectors are defined as a multi-plug bar/equipment with a circuit breaker feature and a cord with a plug. The use of this equipment is restricted as follows:
 - 3.4.1 Use of a surge protector in conjunction with an approved outlet extender, a temporary extension cord, or another surge protector is prohibited.
 - 3.4.2 Surge protectors must be permanently affixed. This requires them to be mounted to various equipment or furniture. The following are the methods for the mounting of this equipment:

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- Many surge protectors have mounting brackets/screws that are designed for this purpose.
- Heavy double-sided foam tape, minimum 1/8 inch x 1 inch, may be used to mount surge protectors.
- If this work is requested through the Facilities Management Division, you are required to submit an IDR. Work orders for this work will not be accepted.

3.4.3 The use of surge protectors includes the following requirements:

- Surge protectors must be mounted a minimum of 8 inches from the floor surface.
- Surge Protectors must be mounted a minimum of 36 inches from any water source.
- Avoid mounting surge protectors to the walls of an area when possible.

3.5 Cube taps and multi-plugs (1-makes-3, 2-makes-6) are not permitted under any circumstances.

3.6 The use of a 3-wire to 2-wire adaptor is prohibited.

3.7 Any equipment that has a damaged electrical cord or is deemed electrically unsafe is to be removed from service until repaired or replaced.

3.8 The use of approved space heaters is allowed in most buildings.

3.8.1 An approved space heater includes the following requirements:

- Only electrical space heaters are allowed.
- The unit must be UL (Underwriter's Laboratory) approved.
- The unit must be standard voltage (120V) and the unit cannot be rated for more than 1500 watts.
- The unit must be thermostatically controlled to shut off when a certain temperature is reached.
- The unit must have a tip-over automatic shut off or an over-heat automatic shut off.

3.8.2 The use of this equipment is restricted as follows:

- May not be used in patient care areas.
- May not be used in student housing buildings.
- May not be used in conjunction with an extension cord, an outlet extender, or a surge protector.
- The unit must be located in plain sight and clearly visible.
- The unit must be operated 36 inches away from combustible materials such as paper, furniture, clothing, curtains, trashcans, or storage. Nothing should ever be placed on top or beside a space heater and the heater must remain on the floor.
- The unit must be positioned at least 6 feet away from a water source.
- The unit must not be used in any area where flammable or explosive vapors may be found or in a room used to store flammable or explosive material (e.g., housekeeping closets, lab chemical storage areas, etc.).
- The unit must be turned off when the area is not occupied.
- Refer to these requirements when purchasing any space heater. Existing heaters that are non-compliant shall be removed from campus use.

3.9 Electrical outlets within 6 feet of a sink or basin are required to have a GFCI-type outlet.

3.10 The use of hotplates is prohibited in student housing buildings.

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4.0 Environmental Health And Safety Division

- 4.1 The Fire Safety Office conducts routine surveys of all areas of the institution for general electrical safety. Problems that are found are forwarded to the person responsible for the area or unacceptable practice for resolution.

5.0 Facilities Management Division

- 5.1 Electrical extension cords may be issued upon submission of an IDR but are authorized for use only for the purpose of providing a temporary additional electrical outlet and only on an emergency basis.
- 5.2 All extension cords shall be limited to a length of 8-feet maximum, shall be 3-wire, shall be a type suited for the requested application, and shall be tested by the Electrical Section prior to issue.
- 5.3 Extension cords for 120 volt equipment shall be constructed from No. 14-gauge, 3-conductor type SJTO, 300-volt yellow or black cord with a hospital-grade plug at one end and a double-duplex hospital grade receptacle at the other end. The double-duplex receptacle will be mounted with a cover and suitable strain relief.