

## Safety Statement

When working on a computer and electronic equipment, one must be safe at all times for the welfare of their associates and themselves. You will be spending many hours a week in employment and learning, so take the time to insure that you leave the end of the day in as good as shape, both physically and mentally, as you started.

### DANGER

The first item I would like to discuss is danger. When working with electronic devices, there is chance that a person can accidentally come in contact with the 120 volt AC and 20-amp typical electrical circuit. So always unplug the device from the power bar or wall circuit to guarantee that no electrical charge is present. The 2400 watts of power from a 120 volt and 20 amp circuit can cause a person to go into cardiac arrest. Therefore someone in the building must be qualified to do CPR and contact 911 emergency help. You cannot open an electronic device in this building without a CPR qualified individual present. A telephone system must be in operation, either landline or mobile. It is essential that everyone verify that both CPR qualified individuals and telephone systems are in place for each shift.

### CAUTION

Electrical system can catch fire from improper assembly or product failure. Burning equipment can cause harm to humans when coming into contact with flames or from smoke or poisonous gases emitted from burning material. Engineering technicians need to check fire extinguishers and telephone systems each shift. Check that each room has a fire evacuation plan clearly posted. During a fire, pull the fire alarm or warn all personnel to leave the building. Call 911. Leave the building by the safest and closest exit, assembling at your designated point outside the building, so that supervisors can account for all individuals. If you try to fight the fire, attempt, without entering the danger zone, to remove the source of electricity by unplugging the power bar from the wall socket. Remove the fire extinguisher from the wall and pull the pin. Point the nozzle at the base of the fire and pull the handle to spray the white powder substance on the burning device. Continue this process until there are no signs of flames, or if the fire is too large to handle, leave the building.

### WARNING

Working with heavy and sharp devices can cause bodily injury. Improper lifting of equipment can cause back injuries and muscle strain. Always use proper lifting techniques and ask for assistance when needed. Technicians may cut themselves on the computer equipment. After receiving a cut, follow proper first aid procedures such as cleaning and bandaging the wound. The supervisor needs to be notified of the injury. Any severe cuts or injuries will be treated and the technician will be evacuated by emergency vehicle or car to a local emergency room or urgent care center. Supervisors and administrators need to be able to determine the method of transportation. Call 911 and use trained emergency technicians when the situation is beyond normal first aid.

Severe weather can cause injury to technicians, also. Do not work on a computer network during a lightning storm. Seek shelter when there are severe storm warnings and tornado watches. Do not enter a room of electrical devices if there is water on the floor.

Always use common sense in working with electrical equipment. If the equipment is damaged, do not use the device. Read your technical manuals, books and ask for assistance when ever you are unsure of yourself. BE SAFE!

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