Do you have a **home office** or **work from home**? Follow these **electrical safety tips** to keep you and your home safe from electrical hazards.

1. Avoid **overloading outlets**.
2. Unplug **appliances** when not in use to save energy and minimize the risk of shock and fire.
3. **Regularly inspect** electrical cords and extension cords for damage.
4. **Extension cords** should only be used on a **temporary basis**.
5. **Never plug a space heater or fan into an extension cord or power strip**.
6. **Never run cords** under rugs, carpets, doors, or windows.
7. **Plug in smartly**. Make sure cords do not become tripping hazards.
8. Keep papers and other potential combustibles at least **three feet away** from space heaters and other heat sources.
9. Make sure you use **proper wattage** for lamps / lighting.
10. **Make sure your home has smoke alarms**. Test them monthly, change batteries yearly, and replace the unit every 10 years.

**Wherever you work, it’s always important to be safe.**