



Extension Cords

Extension cords are designed to be a convenience not a hazard. They only become a hazard when we decide to use them inappropriately, decide to alter their original design, or fail to maintain them properly in a safe working condition.

Here are a few tips for safe use of extension cords:

- When you use an extension cord, notify others in the area that it is in use
- Secure the cord to the floor using approved devices to prevent trip and fall hazards
- Protect the cord from damage from vehicles, forklifts, being pinched in doors, and foot traffic
- If possible, hang the cord overhead to keep it off the ground
- Instead of running it up a stairway, run it under the stairway
- Never use an extension cord as a permanent means of power to a piece of equipment. If the cord is to be used for more than a single shift, an outlet should be installed
- Never overload an extension cord. It will heat up and possibly melt causing a fire or shock hazard
- Do not pull a cord from the outlet by the cord. Grab the plug and remove. Pulling by the cord will loosen up the wire connections
- All extension cords must be grounded. Never remove the grounding prong. Doing so could make you the least path of resistance, subjecting you to serious electrical shock
- Never run a cord under a rug or through a door. Cords will eventually wear through under a carpet causing a fire and doors will pinch and cut the cord

A WORD TO THE WISE: If you come into contact with a live wire, even only at 110 volts, it can be fatal.

Let's review:

- Don't take electrical cords for granted, they could present a serious danger
- Visually inspect the cord for damaged and exposed conductors before each use. If it is damaged, don't use it
- Make sure the ground prong is in place
- Don't drag cords over rough surfaces
- Don't place them in doorways or walking areas without properly protecting them
- Disconnect cords by pulling the plug not jerking them out by the cord
- Do not place cords in water, oil, grease or chemicals
- When you have completed the job, the cord needs to be removed from the area, neatly coiled and properly stored
- Do not use a cord as a replacement for permanent wiring

IMPORTANT NOTICE - The information and suggestions presented by PMA Companies in this *RC Notes* are for your consideration in your loss prevention efforts. They are not intended to be complete or definitive in identifying all hazards associated with your business, preventing workplace accidents, or complying with any safety related, or other laws or regulations. You are encouraged to alter them to fit the specific hazards of your business and to have your legal counsel review all of your plans and company policies.