

## *Extension Cords*

Technicians use extension cords every day. Extension cords are designed to be a convenience, however, they can become a hazard if they are used in a manner in which they were not designed to be used.

Below are some helpful tips to help prevent extension cords from being used in a manner in which they were not designed to be used:

- 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 it that way. 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.
- Visually inspect the cord for damaged and exposed conductors before each use. If it is damaged, do not use it.
- Do not drag cords over rough surfaces.
- 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.

Electricity can be very dangerous even only at 110 volts, it can even be fatal. If you utilize the tips listed above, it will help you to reduce the risk of injury that is the result of improperly utilizing extension cords.

**IMPORTANT NOTICE** - *The information and suggestions presented by PMA Companies in this risk control bulletin 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 the information and suggestions to fit the specific hazards of your business and to have your legal counsel review all of your plans and company policies.*