

SAFETY MEETING

Note: Our company conducts scheduled safety meetings to focus attention on one major safety topic per meeting. Should an employee have a question on any subject related to safety or job procedure, it will be addressed by the person conducting the meeting.

EXTENSION CORDS

Extension cords are not a substitute for permanent wiring and, if not needed, it is better not to use them. However, on job sites extension cords are often required and the following safety precautions must be adhered to:

- a. Inspect the cord for cracks and cuts. Worn or frayed cords will not be used.
- b. Make sure the extension cord has a ground (three prong plug). Proper grounding helps to protect against shock, fire, and lightning. Use of a ground fault circuit interrupter will insure the integrity of the ground. If you must use a two prong outlet, connect the male end of the extension cord to a "3-wire to 2- wire" adapter. Make sure the ground wire on the adapter is attached to a ground. Never break off the grounding prong to fit a two (2) hole outlet.
- c. Use the shortest continuous length of cord possible. For example, one (1) 50' cord will be used in lieu of two (2) 25' cords. Cords will not be spliced together.
- d. Make certain the cord does not lay in water.
- e. Make sure the cord is properly rated for the job. Buy only extension cords which bear the UL (Underwriters' Laboratories, Inc.) label. Without a UL approval, there is no assurance of safety. If you make your own extension cords, again, use only UL approved components.
- f. Cords will be secured and out of the traffic flow to prevent tripping and/or damage to the cord. Extension cords will not be fastened with staples, hung from nails, or suspended by wire.
- g. Extension cords shall be at least the gauge of the device to which they are connected. Should a 14-gauge cord (rated for 9-14 amps and 1,080-1,680 watts) be connected to a device requiring a 10-gauge cord (20-amps and 2400 watts), the cord may overheat and even catch fire yet not trip the fuse or circuit breaker. Fuses and circuit breakers are designed to protect the permanent wiring.
- h. Extension cords are to never be used for purposes other than that for which they were designed. They are not tow ropes.
- i. Extension cords should be disconnected by pulling on the male and female ends, not by yanking out of the socket by pulling on the cord itself.

Extension cords are used all the time on job sites -- use them with care!