



Discussion Date: \_

**Employee Participants:** 

## **USING EXTENSION CORDS SAFELY**

29 CFR 1910.305

Every year, electrical wiring violations make OSHA's Top Ten List. One of the most common violations is the misuse of extension cords.

## Do:

- Inspect extension cords before each use
- Discard cords that are cut, frayed, damaged or have missing ground plugs, exposed wires or are wrapped with any kind of tape (duct tape, electrical tape, etc.)
- Use extension cords only for temporary power needs
- · Use cords with three prongs
- Use ground fault circuit interrupter (GFCI) protectors, especially outdoors and for maintenance projects
- · Remove cords when the job is finished
- Disconnect cords at the plug rather than by pulling on the cord
- · Prevent cord damage by putting cable protectors over any cord that crosses a walkway
- To prevent pinching, coil cords properly and not by wrapping them around your arm

## Do not:

- Run cords through doorways, ceilings, walls, windows or any other opening
- Do not conceal cords in walls or floors
- · Snake cords around sharp corners
- Use extension cords in place of permanent wiring
- · Put carpeting, cardboard or anything other than a cable protector over an extension cord
- · Connect two extension cords
- Use cords longer than 100 feet
- · Remove the grounding prong on the plug
- Wrap duct tape or electrical tape on a damaged cord
- Use staples or nails to secure an extension cord
- Roll carts or vehicles over unprotected cords

## **OUR SITE SPECIFIC REQUIREMENTS/PROCEDURES**

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