



EXTENSION CORDS

SPOTLIGHT ON SAFETY

Employers and employees should consider an important element of workplace electrical safety. **Remember, extension cords are for temporary use only!** In most cases, extension cords are only allowed for use for 90 days. **After 90 days, the extension cord use is no longer considered temporary and permanent wiring in conduit must be installed.**

IN THE WORKPLACE:

DO:

- Inspect an extension cord for physical damage before use.
- Check the wattage rating on the appliance or tool that will use the extension cord; do not use an extension cord with a lower rating.
- Make sure all equipment and extension cords bear the mark of an independent testing laboratory such as UL (Underwriter's Laboratories).
- Fully insert the extension cord into the outlet.
- Replace an outlet if a plug is too loose in the outlet.
- Match up the plug and extension cord on a polarized cord (one hole on the plug is larger than the other).
- Use GFCI (ground fault circuit interrupter) protection when using extension cords in wet or damp environments.
- Pull on the plug, not the cord, to remove an extension cord from the outlet.
- Store extension cords indoors and keep away from water.
- Unplug extension cords when not in use.
- Keep slack in flexible extension cords to prevent tension on electrical terminals.
- Put safety covers on the unused receptacle outlets on extension cords.
- Reduce long cord lengths by installing additional electrical outlets.
- Consider installing overhead pendants to reduce trip hazards.
- Use cord protectors if a cord must cross an aisle.
- Use three-wire extension cords from the power source to the end use. (Temporary power must run through a GFCI in construction. Use double-insulated tools with two-prong plugs when plugging into a three-wire extension cord.)

DON'T:

- Don't move, bend, or modify an extension cord plugs' metal parts.
- Don't drag or drive over an extension cord.
- Don't create a trip hazard with the placement of an extension cord.

EXTENSION CORD DO's AND DON'Ts AT HOME

Roughly 3,300 home fires originate from improper extension cord use each year. Extension cords can overheat and cause fires when used improperly.

DO: Choose the right extension cord for the job and use it as specified.

DO: Unplug an extension cord when it is not in use.

DO: Protect extension cords from damage.

DON'T: Run extension cords through doorways or holes in ceilings, walls, or floors.

DON'T daisy chain, or connect, multiple power strips together.

DON'T cover an extension cord with anything other than a cord protector.

DON'T use an indoor extension cord outdoors.

DON'T overload cords with more than the proper electrical load.

DON'T force a plug into an outlet.

DON'T attach extension cords to the wall with nails or staples.

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