



# TOOLBOX TALKS

## Electrical Safety—Toolbox Talk # 6

### **PRECAUTIONS WHEN USING EXTENSION CORDS**

- \* Use extension cords that are the correct size or rating for the equipment in use. The diameter of the extension cord should be the same or greater than the cord of the equipment in use.
- \* Always inspect the cord prior to use to ensure the insulation isn't cut or damaged. Discard damaged cords, cords that become hot, or cords with exposed wiring.
- \* Use extension cords only when necessary and only on a temporary basis. Do not use extension cords in place of permanent wiring.
- \* Do not remove the prongs of an electrical plug. If plug prongs are missing, loose, or bent, replace the entire plug.
- \* Do not use an adapter or extension cord to defeat a standard grounding device. (e.g., Only place three-prong plugs in three-prong outlets; do not alter them to fit in a two-prong outlet.)
- \* Only use cords rated for outdoor use when using a cord outside; cords should be selected and utilized for the applicable work environment.
- \* Do not run cords above ceiling tiles or through walls.
- \* Keep electrical cords away from areas where they may be pinched and areas where they may pose a tripping or fire hazard (e.g., doorways, walkways, under carpet, etc.).
- \* Never unplug an extension cord by pulling on the cord; pull on the plug.

