

Extension Cords

Safety Meeting Packet

Protect Your Workforce



Whether to extend the reach of a power tool or to temporarily power items such as fans and other small appliances, extension cords are prevalent in a variety of work places. While common, it is important that they are used appropriately and for the purposes they are intended. Within the work place, employers and employees should regularly inspect them for damages as this will help to prevent electrical fires.

Common Hazards

To ensure workplace safety, extension cords should only be used in the manner they were intended. Below are some important “dos and don’ts” for extension cord usage.

Do

- Inspect an extension cord for damage prior to use.
- Make sure that the plug of the cord is fully inserted into the outlet.
- Confirm the wattage rating on the appliance or tool that the cord will be used on to make sure it does not exceed the rating for the cord.
- Use an extension cord for the environment it was intended for. Indoor cords should only be used indoors and outdoor cords should only be used outdoors.

Don't

- Do not use an extension cord in place of permanent wiring. They are intended for temporary use only.
- Never force an extension cord into an outlet.
- Do not plug an extension cord into another one.
- Do not conceal or run extension cords through any openings (i.e. windows, doorways) or under rugs.
- Never staple or tape extension cords permanently to any type of surface. Doing so can damage the integrity of the cord itself.

Regular Inspection

As previously stated, the regular inspection of extension cords is a crucial safety measure to ensure that the extension cord is not damaged in any way. Checking the length of the extension cord for any type of physical damage such as damaged insulation, plugs, water damage, or exposed wiring is needed to guarantee the safety of the workplace. Damaged extension cords should be repaired or replaced immediately.

For additional information regarding extension cord safety, please see the following OSHA standard:

- Electrical Standards 1910.334
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Safety Meeting Attendance Acknowledgement

Company Name _____
 Department / Division _____
 Meeting Date & Time _____ AM PM
 Meeting Location _____
 Name & Title of Individual Conducting Meeting _____

Key Meeting Discussion Points / Important Reminders:

- _____
- _____
- _____
- _____

Internal Procedures Reviewed:

- _____
- _____
- _____
- _____

By signing this document, you confirm your attendance at the meeting and acknowledge the issues addressed above!

Employees in Attendance		
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____

Employees not present: _____

Suggestions/Recommendations to improve workplace safety and health: _____

Actions Taken: _____

Manager/Supervisor: _____ Date: _____

Disclaimer:

The information provided above was assembled using multiple resources. However, these materials do not contain ALL the information available regarding the required safety standards under local, provincial, state, or federal law for your industry.
