

 DALHOUSIE UNIVERSITY Facilities Management Extension Cord and Electrical Outlets Safe Work Instructions	<i>Policy Sponsor:</i> Assistant Vice President Facilities Management	<i>Approval Date:</i> January 2010
	<i>Responsible Unit:</i> Facilities Management	<i>Revisions:</i>
Service: Trade Services	Shop: Carpentry	
Hazards Identified:		
Personal Protective Equipment Required: PPE should be as required for the tools or equipment being used or the location where the work is being performed.		
Training Required: The information in these safe work practices should be part of the training for required for specific electrical tools and equipment. Employees must be trained in the proper use and maintenance of the PPE required for the safe operation of the tools and equipment being used..		

These safe work practices must be followed at all times and are to be included in the annual review process.

General Electrical Precautions

1. Grounded tools must always be plugged into a properly grounded outlet.
2. Double insulated tools must always be plugged into an outlet properly.
3. Do not attempt to change or alter these plugs in any way.
4. Never use AC rated tools or equipment with a DC power source.

5. Always store battery packs away from other metal objects that might make a connection between the terminals, short the battery terminals and creating a burn or fire hazard.
6. Don't touch grounded surfaces when using an electrical power tool.
7. Only use GFCI receptacles when working in damp wet areas. Use a plug in GFCI if necessary and wear rubber gloves and proper foot wear.
8. Never use power tools that are wet or leave them in a wet area.
9. Do not abuse power cords by using it to carry a tool.
10. Never pull on a power cord to unplug it, grasp the plug.
11. Keep power cords away from extreme or excessive heat, sharp objects or moving parts.
12. Replace damaged power cords immediately.
13. Always hold powered tools using the insulated grips.
14. Always assume that all extension cords and power cords are live and dangerous.

Extension Cords

1. Always check extension cords, for damage, before use. Do not use a damaged cord.
2. Before each use, ensure that extension cords are properly grounded.
3. Always check that the prongs are in good condition (i.e. not bent or missing) especially the ground prong.
4. Do not force a plug, or alter it in any way, to make it fit a receptacle or outlet.
5. Always insert plugs into receptacles with the same slot or blade pattern.
6. Check whether either end of the extension is blackened due to arcing.
7. If the extension cord overheats during use change cords and tag the old cord for disposal.

8. Ensure that the capacity rating of an extension cord matches the tool with which it will be used.
9. Never use more than one extension cord between the tool and outlet.
10. Never use an extension cord between a power tool and a power bar. Plug the tool directly into the power bar.
11. If an extension cord becomes jammed do not pull on it, find the jam point and free the cord.
12. Avoid running power cords across hallways, isles, or through pedestrian traffic areas. If this must be done ensure the cord is held fast at both ends and either covered with a properly designed cover or taped in place so that it does not constitute a tripping hazard.
13. Always plug the extension cord into the power source after the power tool has been plugged into the extension cord.
14. Never pull on an extension cord to unplug it, grasp the plug to remove it from the receptacle.
15. Use extension cords marked with “W-A” or “W” for outdoor use.
16. Replace damaged or worn cords immediately.
17. Always ensure that the wire gauge and length of an extension cord can handle the amps of the tool to be used.

Nameplate Amps On Equipment	Cord Length in Feet			
	25 ft.	50 ft.	100 ft.	150 ft.
0 – 6	18	16	16	14
6 – 10	18	16	14	12
10 – 12	16	16	14	12
12 – 16	14	12	Not Recommended	Not Recommended