









## Safe Work Practice / Job Procedure

### Extension Cords

#### Potential Hazards

- Slip/Trip Hazard
- Shock Hazard
- All personnel must ensure they have been appropriately trained by their supervisor.

#### Required Personal Protective Equipment and Devices

Foot Protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Face Protection	Hand Protection	Protective Clothing
							

#### Safe Work Practice

- Do Not leave cords out in heavy traffic areas
- Check for any tears (exposed wires) on the cords prior to use
- Do Not Use the cord if there is damage to the prong

#### PPE Required

- Foot Protection

#### Safe Job Procedure

1. Pull out cord and ensure it is out of the way of walking path or warn workers to watch footing
2. Check for damages such as frays and proper 3 prong end is on cord
3. When plugging cord in to outlet, do not force
4. Roll cord neatly once task is complete
5. Hang in a proper location
6. Report any damaged cords and take them out of circulation

Created by: Dean Neuburger

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***If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.***

**REPORT ANY HAZARDOUS SITUATION TO YOUR SUPERVISOR IMMEDIATELY**

This SWP must be reviewed any time the task, equipment, or materials change and at minimum, every three years.