



TOOLBOX TALK: EXTENSION CORD SAFETY

Safe Practices for a Temporary Solution

While commonly used across every industry and workplace, extension cords can present several hazards if not used correctly. You can help prevent dangers such as electrocution, fire and tripping hazards with proper safety practices.

EXTENSION CORD SAFETY PRECAUTIONS

Extension cords are only for temporary use and should not act as permanent wiring. More outlets need to be installed if extension cords are being used throughout a facility for a long period of time.

DO:

- Inspect extension cords prior to use. Remove the cord from service if there is damaged insulation or exposed wires. Fix any knots or twisting, which can also cause damage to the cord.
- Replace the cord if plug prongs are missing, loose or bent.
- Ensure the cord is rated for the use intended. If the cord is rated for residential use, do not use it in an industrial or commercial setting. If working outside, be sure the cord is rated for outdoor use.
- Unplug the extension cord by pulling on the plug, not the cord.
- Keep cords away from areas where they may pose a tripping or fire hazard.
- Make sure the cord is completely plugged into an outlet, but do not force it.

DO NOT:

- Permanently attach or mount extension cords.
- Alter three-prong extension cords to fit a two-prong outlet. Remove the cord from service if the ground pin is missing.
- Run extension cords through water, doorways, windows, walls or ceilings.
- Drive over an extension cord or drag it along the ground.
- Plug multiple extension cords together, aka daisy chaining. Instead, use one cord that runs the necessary length for your project.
- Use a knockout box outlet on the end of a flexible cord as an extension cord. These boxes are designed to be mounted.
- Use extension cords to power appliances. Refrigerators, microwaves and space heaters should be plugged directly into a wall outlet.

We Are Here

Do you have a question about safety and health? Contact us and we can assist you.
safeatwork.mo.gov

I understand the information presented and the importance of proper extension cord safety. I will use and store extension cords in a safe and responsible manner.

COMPANY: _____

DATE: _____

EMPLOYEE NAME:

EMPLOYEE SIGNATURE:

Learn more ways to keep your workplace safe.
Visit safeatwork.mo.gov.

