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| Date Revised: | May 2019 | Overall Task Risk Rating: C |
| Description: | Activities requiring the use of extension cords. | |
| Location(s): | Office, Shop, Asphalt Plant & Construction Projects | |
| Associated Documents: Hazardous Agents WTS | | |

RED FLAGS (HOLD WORK UNTIL CORRECTED):

Note:

- If there are pools of water but you do not have a GFCI protected system, do not commence work
- If the cord is faulty or not in good working condition (ie. the ground pin is missing), do not commence work

PERSONAL PROTECTIVE EQUIPMENT (CSA APPROVED)

| | | | | | | | | | |
|---|---|---|---|---|---|--|---|---|---|
|  |  |  |  |  |  |  |  |  |  |
| Head Protection | Foot Protection | High-Vis Protection | Hearing Protection | Hand Protection | Eye Protection | Respiratory Protection | Skin Protection | Face Protection | Fall Protection |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Note: No specific PPE required.

- When in the Shop one must adhere to the minimum Shop PPE Requirements: Safety Boots
- When onsite one must adhere to the minimum site requirements (i.e. Safety Boots, Hard Hat & High Visibility Protection. Safety Glasses when necessary)

SAFE WORK PRACTICES (SWP)

General Extension Cord Practices:

- All extension cords used in hazardous areas or in damp locations are to be protected by approved ground fault protection
- Make sure extension cords are properly CSA rated for their intended use, indoor or outdoor, and meet or exceed the power needs of the appliance or tool being used
- Pull the plug NOT the cord when removing the plug from the receptacle
- Extension cords must be adequately grounded - do not break the third prong (the ground pin) off a plug
- Insert plugs fully so that no part of the prongs is exposed when the extension cord is in use

Housekeeping:


- All extension cords are to be placed in such a way that they will not be a tripping or falling hazard
- Keep access / egress, walkways, halls and stairs clear of tripping hazards (i.e. electrical cords)

Inspections:

- All extension cords will be visually inspected before use
- Extensions cords must be adequately grounded (i.e. ensure they are not missing the ground pin)
- All frayed, cut or spliced extension cords are to be taken out of use and reported to the Foreman / Superintendent
- Never use a cord that feels hot or is damaged in any way. Touching even a single exposed strand can cause an electric shock or burn

Training:

- Employee Orientations (including roles, responsibilities, applicable workplace task standards, WHMIS, etc.)



| JOB HAZARD AND RISK ANALYSIS | | RISK RATING SYSTEM | |
|---|--|--------------------|---|
| | | A | High risk of injury or equipment / property damage. |
| | | B | Medium risk of injury or equipment / property damage. |
| | | C | Low risk of injury or equipment / property damage. |
| TASK HAZARDS | TASK CONTROLS | RATING | |
| <ul style="list-style-type: none"> Material Exposure to Weather | <ul style="list-style-type: none"> Electrical cords used in damp locations are to be GFCI protected | C | |
| <ul style="list-style-type: none"> Equipment Failure / Lack of Inspection | <ul style="list-style-type: none"> Visual pre-use inspections of extension cords shall be conducted Damaged extension cords must be taken out of use, and reported to the Foreman / Superintendent | C | |
| <ul style="list-style-type: none"> Slip and Trip Hazard / Lack of Planning | <ul style="list-style-type: none"> Extension cords must be stored in a way that does not limit or restrict access and egress pathways Secure cords when located on floors in high traffic areas | C | |
| <ul style="list-style-type: none"> Electrocution | <ul style="list-style-type: none"> Extension cords shall be operated and maintained as per the manufacturer's instructions | C | |