Date Revised:	March 2021	Overall Task Risk Rating:	Before Controls	C	After Controls	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
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

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	RATING BEFORE CONTROLS	TASK CONTROLS	RATING AFTER CONTROLS
• Material Exposure to Weather	C	• Electrical cords used in damp locations are to be GFCI protected	C
• Equipment Failure / Lack of Inspection	C	• 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
• Slip and Trip Hazard / Lack of Planning	C	• 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
• Electrocution	C	• Extension cords shall be operated and maintained as per the manufacturer's instructions	C