

## **SAFE WORK PRACTICES ELECTRICAL CORDS, TOOLS & EQUIPMENT**

*\*This information does not take precedence over OH&S. All employees should be familiar with the Saskatchewan Employment Act and the OH&S Regulations.*

1. Inspect power cords and plugs daily, and discard if worn or damaged. Do not use light duty power cords. Have any cord that feels more than comfortably warm checked by an electrician.
2. Do not tie power cords in knots. Knots can cause short circuits and shocks. Loop the cords or use a twist-lock plug.
3. Eliminate octopus connections – do not plug several power cords into one outlet.
4. Pull the plug, not the cord. Pulling the cord causes wear and may cause a shock.
5. Never break off the third prong on a plug. Replace broken three-prong plugs and make sure the third prong is properly grounded.
6. Keep power cords away from heat, water and oil. These substances can damage the insulation and cause a shock.
7. Do not allow vehicles to pass over unprotected power cords. Cords should be put in conduit or protected by placing planks alongside them.
8. Handle all wires at all times as though they are energized.
9. Never use extension cords as permanent wiring. Use extension cords only to temporarily supply power to an area that does not have a power outlet.
10. Follow lock-out/tag-out procedures when isolating equipment.
11. Do not wear loose gloves, clothing or jewelry while using revolving power tools. Long hair should be tied back.
12. Make sure tools are switched off before connecting to a power supply, and disconnect power supply before making any adjustments, changing accessories or storing a tool.
13. Make sure all tools are properly grounded or double-insulated. The grounded tool must have an approved 3-wire cord with a 3-prong plug. This plug should be plugged into a properly grounded 3-pole outlet.
14. Do not bypass the switch and operate the tool by connecting and disconnecting the power cord. Never carry electrical tools by the power cord.
15. Do not clean tools with flammable or toxic solvents, and do not operate tools in an area containing explosive vapors or gases.
16. Replace open-front plugs with dead-front plugs. Dead –front plugs are sealed and present less danger of shock or short circuit.