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**SAFETY IS AN INVESTMENT IN YOUR FUTURE.**

Everything starts with Safety at IEC

**Pre-Cautions When Using Extension Cords**

Toolbox Talk # 5020

Use extension cords that are the correct size or rating for the equipment in use. The diameter of the extension cord should be the same or greater than the cord of the equipment in use.

Always inspect the cord prior to use to ensure the insulation isn't cut or damaged. Discard damaged cords, cords that become hot, or cords with exposed wiring.

Use extension cords only when necessary and only on a temporary basis. Do not use extension cords in place of permanent wiring.

Do not remove the prongs of an electrical plug. If plug prongs are missing, loose, or bent, replace the entire plug.

Do not use an adapter or extension cord to defeat a standard grounding device. (e.g., Only place three­ prong plugs in three-prong outlets; do not alter them to fit in a two-prong outlet.)

Only use cords rated for outdoor use when using a cord outside; cords should be selected and utilized for the applicable work environment.

Do not run cords above ceiling tiles or through walls.

Keep electrical cords away from areas where they may be pinched and areas where they may pose a tripping or fire hazard (e.g., doorways, walkways, under carpet, etc.).

Never unplug an extension cord by pulling on the cord; pull on the plug.

Please read and understand this important document and sign on the reverse side that you have done so.

YOUR SIGNATURE ON THE REVERSE SIDE INDICATES THAT YOU HAVE READ AND UNDERSTAND THE CONTENTS OF THIS DOCUMENT.

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Attendance – Toolbox Talk

Company / Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Topic: Pre-Cautions When Using Extension Cords

# I have read and understand Toolbox Talks, topic as shown, on date indicated.

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