

## **SAFE OPERATING PROCEDURE FOR:**

### **Extension Cords**

1. Use extension cords only when necessary and only on a temporary basis.
2. Look for a certification label from an independent testing lab such as UL (Underwriters Laboratories) or ETL (Electrical Testing Laboratories) on the package and on the product.
3. Use cords with polarized plugs or grounded three-pronged plugs.
4. High wattage appliances need special, heavy-duty extension cords.
5. Extension cords used outside should be specifically designed for outdoor use.
6. Always insert plugs fully so that no part of the prongs are exposed.
7. Never cover cords with rugs or other objects because trapped heat may result in a fire.
8. Don't overload cords with too many appliances.
9. If a cord feels hot to the touch, stop using it and throw it away.
10. Don't drive over, or roll equipment over a cord.