



35 MacDonald Ave,
Dartmouth, NS, B3B 1C6
Tel: 902 468 6696
Toll Free NS: 1 800 971 3888
Fax: 902 468 8843
Web: www.constructionsafetyns.ca

Safe Job Procedures

Name of Job: Extension Cords	Development Date: March 30th, 2011	Developed By: CSNS
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Possible Hazards Present

Electrocution Slips, trips and falls

Personal Protective Equipment (PPE) and Devices Recommended

Steel toed boots

What is a proper safe job procedure to follow?

- Take out cord and ensure it is out of the way of walking path or warn workers to watch footing
- Check for damage such as frays and proper 3 prong end on cord
- When plugging cord in to outlet, do not force
- Roll cord neatly once task is complete
- Hang in proper location
- Report any damaged cords and take them out of service

Please note: This document is for information purposes only as a guide. The safe job procedures (SJP) and safe work practices (SWP) created for your workplace should reflect your organizations processes, equipment and hazards as identified by a hazard analysis. Construction Safety Nova Scotia does not assume responsibility for the use of information in this document. If assistance is needed to complete a SWP and SJP for your organization please contact CSNS member services at constructionsafetyns.ca or 1.800.971.3888.