

GSU POLICY ON EXTENSION CORDS

SCOPE

This policy based on NFPA 70 chapter 4 covers general requirements for the use of electrical extension cords on campus.

EXTENSION CORD TYPES ALLOWED

Only grounded type extension cords designed for hard or junior hard service will be used on campus. The following types are allowed: **G, G-GC, PPE, S, SC, SCE, SCT, SE, SEO, SEOO, SJ, SJO, SJT, SJTO, SO, SOO, ST, STO, and STOO.**

EXTENSION CORD USES NOT PERMITTED

Household extension cords are not permitted on campus in general. Unless specifically permitted by the Electric Shop Supervisor, other types of extension cords shall not be used for the following:

1. As a substitute for fixed wiring of a structure.
2. Where they run through holes in walls, structural, suspended, or dropped ceilings, or floors.
3. Where they are run through doorways, windows, or similar openings.
4. Where they are attached to building surfaces.
5. Where they are concealed by walls, floors, or ceilings
6. Where they are installed in raceways, except as otherwise permitted in NFPA 70.
7. Where they are subject to physical damage.
8. Do not plug "surge protectors" or other office equipment to extension cords.
9. Do not use extension cords in series.

EXTENSION CORD USES PERMITTED

Extension flexible cords shall only be used for the following:

1. Pendants.
2. Wiring of light fixtures.
3. Connection of portable lamps, portable or mobile signs, or appliances.
4. Elevator cables.
5. Wiring of cranes and hoists.
6. Connection of utilization equipment to facilitate frequent interchange.
7. Prevention of transmission of noise or vibration.
8. Appliances where the fastening means and mechanical connections are specifically designed to permit ready removal for maintenance and repair, and the appliance is intended or identified for flexible connection.
9. Connection of moving parts.
10. Where specifically permitted elsewhere in NFPA 70.

PORTABLE ELECTRIC EQUIPMENT (Tools and Extension Lamps).

Extension electric cords connected to portable equipment shall not be used for raising or lowering the equipment. Extension cords shall not be fastened with staples or hung in such a fashion that could damage the outer jacket or insulation. In the shop or tool room, a check of the cord(s) should be made after each use for isolation between live parts and frame. The condition

of cords and plugs should be noted. Is continuity maintained between the frame and the grounding pin of the plug? The green conductor should connect only to the plug grounding pin. On lamps, the condition of guards, shields, and so on, should be checked. See NFPA 70, National Electrical Code for portable hand lamps, metal-shell and paper-lined lamp holders. Hand lamps are not permitted.

Extension cords used with grounding-type utilization equipment shall contain an equipment grounding conductor on the equipment.

Before an extension cord is placed into service, the plug and connector should be checked for proper polarity, and the grounding conductor should be tested for continuity and integrity. Extension cords with the proper conductor size should be used to avoid excessive voltage drop, which can result in poor operation and possible damage to the tool.

Employees' hands shall not be wet when plugging and unplugging extension cords and cord-and-plug-connected equipment if energized equipment is involved.

VISUAL INSPECTION

Portable Cord-and-Plug-Connected Equipment and extension cord sets shall be inspected regularly before use on any shift for external defects (such as loose parts, deformed and missing pins) and for evidence of possible internal damage (such as pinched or crushed outer jacket).

Exception: Cord-and-plug-connected equipment and extension cord sets that remain connected once they are put in place and are not exposed to damage shall not be required to be visually inspected until they are relocated.

DEFECTIVE EXTENSION CORDS

The use of frayed or worn extension cords is prohibited. If there is a defect or evidence of damage that might expose an employee to injury, the defective or damaged item shall be removed from service, and no employee shall use it until repairs and tests necessary to render the equipment safe have been made.