EXTENSION CORD USE INFORMATION SHEET

PURPOSE
To prescribe rules and requirements for the approved use of extension cords at the workplace.

DEFINITIONS
Appliance or fixture is a device or machine that is operated by electricity to perform a specific task or function and shall be known as:

Fixed. An appliance or fixture which is fastened or otherwise secured at a specific location.
Portable. An appliance or fixture which is actually moved or can easily be moved from one place to another in normal use.
Stationary. An appliance or fixture which is not easily moved from one place to another in normal use.

Extension cord (portable flexible cord) is wiring of any length which has one male connector on one end and one or more female connectors on the other.

Multi-plug adapter is any device that plugs into a receptacle and allows that receptacle to supply power to more appliances or fixtures than that for which it was originally designed.

Permanent wiring is any wiring affixed to a structure.

PROHIBITED USE
- Extension cords shall not be used as a substitute for permanent wiring.
- The use of multi-plug adapters, such as cube adapters and strip plugs, is prohibited.

APPROVED USE
- Extension cords are permitted only with portable appliances or fixtures.
- Each extension cord shall be plugged directly into an approved receptacle and shall, except for approved multi-plug extension cords, serve only one fixture or appliance.
- The current capacity of the cord shall be not less than the rated capacity of appliance or fixture.
- The size of the wire conductors shall be No. 16 AWG or greater.
- The extension cord shall be maintained in good condition without splices, deterioration, or damage.
- The extension cord shall be of the grounded type when servicing grounded appliances and fixtures.
- Multi-plug extension cords shall comply with the rules and requirements for extension cords and shall be protected from over-current by a 15 amp fuse.
- Extension cords and multi-plug extension cords shall not be affixed to structures, extend through walls, ceilings, floors, under doors or floor coverings, nor be subject to environmental damage or physical impact.