

# NAES STANDARD OPERATING PROCEDURE

Public Safety Department (OSH Division)

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<b>File Name:</b> Portable Electric Hand Tools and Extension Cords		<b>Effective Date:</b> June 2003	<b>No of Pages:</b> 1

## 1.0 PURPOSE

Electric hand power tools, and extension cords shall be used, inspected and maintained in accordance with the manufacturer's instructions and recommendations and shall be used only for the purpose for which designed. Hand power tools, and extension cords shall be inspected and determined to be in a safe operating condition before use. Continued periodic inspections shall be made to assure safe operation.

## 2.0 APPLICATION

All personnel using extension cords, and portable electrical tools

## 3.0 REFERENCES

29 CFR 1910.334  
National Fire Protection Association 70 E  
OSHA Handbook 3080 Hand Power Tools

## 4.0 PROCEDURES

1. Portable electric hand tools and extension cords shall be visually inspected before each use to ensure no physical damage has occurred to the item in question.
2. Conduct visual inspections for loose parts, breaks, damage, cracks exposing live parts, deformed or missing parts or damage to cord or plug connectors.
3. Ensure proper grounding and that plugs and attachments (equipment) are connected for continuity of the grounding conductors.
4. Test all ground fault circuit interrupters.
5. Hand and power tools shall be in good repair and with all required safety devices installed and properly adjusted. Tools having defects that will impair their strength or render them unsafe shall be removed from service.
6. Tool room attendants shall inspect all electric tools/extension cords for obvious damage and remove from service any tool in need of repair.
7. Tools/extension cords removed from service shall not be issued/used until repaired by a qualified person.