

UNIVERSITY OF TOLEDO

SUBJECT: EXTENSION CORDS

Procedure No: S-08-037

PROCEDURE STATEMENT

The use of extension cords at the University of Toledo shall be limited and are prohibited in all clinical areas except for temporary emergency situations.

PURPOSE OF PROCEDURE

To protect all persons on campus from electrical shock and fire hazards.

PROCEDURE

On the Health Science Campus (especially clinical areas)

1. Extension cords shall be used only under emergency conditions where no other alternative source of power is available.
2. All requests for extension cords in clinical areas shall state the reason for the request and be approved by the Manager, Utility Systems.
3. All extension cords in clinical areas shall be approved by the Manager, Utility Systems or designee and meet applicable standards.
4. Cords will only be used temporarily until the emergency situation is rectified. Cords shall be used in a safe manner so as not to obstruct traffic or present a safety hazard.
5. Extension cords which are surge protectors to be used for the protection of computer or medical (surgical) equipment are a legitimate exception to the policy. Such cords will be acquired through the Receiving and Stores Department in Dowling Hall on the Health Science Campus. Approved power strips are available for both clinical and office areas.

In research areas on both campuses:

Extension cords which are equipped with a three wire ground and a resettable circuit breaker which carry a UL label are acceptable.

Under no circumstances should power strips or extension cords be plugged into one another, as this is an improper use of these devices.



Source: Safety & Health Committee

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