

# WTCS Risk & Loss Control Committee Recommendation for Minimum Requirements of an Electrical Cord Inspection Program

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NOTE: The WTCS Risk & Loss Control Committee meets quarterly to assist in developing minimum recommendations regarding environmental, health and safety policies. One such recommendation is provided below and is being forwarded to the WTCS Risk Managers as a resource for their respective District

## Minimum Requirements of an Electrical Cord Inspection Program

This program covers all cord sets and receptacles that are not part of the permanent wiring, and all equipment connected by cord and plug which are available to or used by students and employees. The program must contain the following *minimum* components:

1. **Written** - The program must be in writing. The program is to be a written document that includes the specific procedures adopted and implemented by the contractor. It must be available at the job site for inspection and copying by regulatory compliance officers and any affected worker /employee.
2. **Competency assured** - There must be at least one competent person assigned to implement and be responsible for the program.
3. **Inspection** - Each cord set, attachment cap, plug and receptacle of cord sets, and any equipment connected by cord and plug – (except cord sets and receptacles which are fixed and not exposed to damage) – must be **visually** inspected before each day's use. They must be checked for signs of external defects or damage, including deformed or missing pins /plug prongs or insulation damage. They must also be checked for external indications of internal damage.
  - Plugs should be of the heavy duty type and approved for use in damp conditions.
  - Cords can only be used in continuous lengths without splices.
  - When different voltages, frequencies, or types of current (ac or dc) are supplied, receptacle and plug configurations should be designed so that they are NOT interchangeable.
  - Equipment found to be damaged or defective must not be used. They should be tagged as unusable before removal from the site.
4. **Testing** - All equipment grounding conductors must be tested to assure **electrical continuity**. Each receptacle and attachment cap or plug must also be tested for its correct attachment on all cord sets and receptacles not part of the permanent wiring, and on cords and plugs connected to equipment required to be grounded. The testing also ensures that the ground conductor is **connected to the proper terminal**. All required tests should be performed by competent person(s):

Any questions on the above information, please contact the DMI Risk and Loss Control Consultant at: 414-403-9343 or [tim@districtsmutualinsurance.com](mailto:tim@districtsmutualinsurance.com).

NOTE: Many WTCS Districts have in place a variety of policies/activities to address various environmental, health and safety programs. This information is intended to provide "guidance" and not strict policy as Districts look at their needs and dynamics. The subject information, and documents found on the Districts Mutual Insurance (DMI) website may be used to develop program requirements by other Districts, however, there is no guarantee of completeness or inclusion of all possible factors and situations present within each District. For questions, contact: Tim Greene, DMI Risk and Loss Control Consultant at [tim@districtsmutualinsurance.com](mailto:tim@districtsmutualinsurance.com) or (414) 403-9343.

- a. Before first use
  - b. Before the equipment is used after any incident which can be reasonably suspected to have caused damage. Example: After a cord has been run over by a piece of equipment.
  - c. At intervals not to exceed three months. [Cord sets and receptacles that are fixed and not exposed to damage are to be tested at least every 6 months.]
5. **Recordkeeping** - The tests must be recorded. The record must:
- Include and identify each receptacle, cord set, and cord-and-plug-connected piece of equipment that passed the test.
  - The date of the test and the interval for which it was tested.
  - Be kept up to date by means of logs, using color coding or other effective means.
  - Must be available for inspection by a college official or affected employees.
6. **Restricted equipment** - The College should prohibit the use of any equipment that does not meet the requirements of the College or this program.
- Note: The standard requires that a ground fault circuit interrupter must be provided with a test circuit that will allow for periodic, convenient testing of the ability of the device to trip in response to a ground fault. This applies to all GFCI equipped tools and equipment.