

<b>Johns Hopkins Safety Manual</b>	<i>Policy Number</i>	<b>HSE 013</b>
<i>Subject:</i>	<i>Last Review Date</i>	10/10/08
<b>Use of Adapters and Extension Cords</b>	<i>Page</i>	1 of 2

## POLICY

1. Extension cords and electrical adapters (which allow the user to plug three or more additional devices into one receptacle) are known to create hazards of fire, electrical shock, loss of power associated with improper electrical connections, and tripping. It is the policy of Johns Hopkins to restrict the use of extension cords to emergency use only and to prohibit the use of electrical adapters. Unless otherwise noted, this policy applies to all divisions of the Johns Hopkins Institutions
2. [JHH Only] Only emergency extension cords provided and maintained by Facilities are approved for use.
  - A. All extension cords shall be 16 gauge or heavier and equipped with appropriate receptacles and plugs.
  - B. At least one emergency extension cord shall be stored in designated storage cabinets on all inpatient units of JHH.
3. All power strips/surge protectors must be UL (or UL equivalent) approved and tested and can be used when an additional outlet is needed in the same location.
  - A. Only one power strip/surge protector is allowed per receptacle.
  - B. A power strip is to be directly plugged into a receptacle and the device(s) plugged into the power strip. Power strips may not be used in a series where one is plugged into another.
  - C. Power strips/surge protector usage is limited to low current devices only such as computers, pencil sharpeners, radios, etc.
  - D. **Laboratories:** Scientific equipment including but not limited to heat blocks, water baths, and incubators must be plugged into regulation wall outlets. If laboratory equipment requires the use of surge protectors as an additional protection for certain sensitive scientific equipment, this should be noted in that laboratory's procedures.
4. Power Strips and cords are not to be stored directly on the floor because:
  - A. They can be a slip, trip, fall hazard
  - B. Dust accumulates behind the power strips and cords when they are stored on the floor.
  - C. Power strips and cords are also electrical hazards when tile floors are wet mopped or when rugs are shampooed.
5. IF a built in ledge is not available to contain both the power strips and the cords:
  - A. Cords should be organized and mounted at least twelve (12) inches above the floor.
  - B. Power strips shall be mounted on a side of the desk or on the wall at least twelve (12) inches above the floor.

## REFERENCES

Baltimore City Fire Code, 1997

JHH Corporate and Administrative Manual: Electrical Outages, OPS 005

National Fire Protection Agency: National Electrical Code

## RESPONSIBILITIES

Supervisors

Enforce this policy by:

- Removing unapproved adapters and/or extension cords from the premises.
- Arranging to have power strips/surge protectors and cords mounted at least twelve (12) inches above the floor.
- Prohibiting the use of more than one power strip/surge protector per receptacle.

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Nurse Managers	Verify that approved extension cords are stored in the designated locations on inpatient units and other healthcare occupancies.
Facilities	Upon request, provide additional outlets in a timely manner.
JHH Facilities	Supply extension cords constructed of sixteen gauge or heavier to all patient care areas.  Provide replacement extension cords of approved type to units requesting replacement.  Approval authority for all requests involving extension cords.
Laboratory Supervisors	Assess the need for a surge protector for sensitive laboratory equipment and document this need in the laboratory procedure manual for that location.
Health, Safety and Environment	Monitor all areas of Johns Hopkins for unapproved electrical adapters and/or extension cords.  Monitor all areas of JH for the proper securing of cord and power strips/surge protectors off the floor.  Monitor all areas of JH for overuse of power strips/surge protectors.  Monitor all areas of JHH for the presence and appropriate storage of approved emergency extension cords.

REVIEW CYCLE

Annually