

# QUARTERLY CORD & TOOL INSPECTION



## Quarterly Cord & Tool Inspection Toolbox Talk

Each quarter we must eliminate unsafe conditions involving electrical equipment and tools, including faulty insulation, improper grounding, loose electrical connections, defective parts, ground faults in equipment and unguarded live electrical parts. This does not eliminate the need to inspect before each use.

### Quarterly Color Code Chart

(Colors are meant to coincide with the seasons)

| Color  | Months             |
|--------|--------------------|
| White  | January – March    |
| Green  | April – June       |
| Red    | July – September   |
| Orange | October – December |

### Quarterly Testing & Inspection Guidelines:

- Inspections can begin up to 14 days prior to the end of each quarter. All inspections shall be completed by the start of the next quarter.
- Each cord set/electrical tool shall be tested to ensure a continuous ground circuit, and that equipment grounding conductor is connected to its proper terminal.
- Each cord set/electrical tool shall be visually inspected for signs of damage including:
  - Frayed or damaged insulation
  - Cuts to outer insulation and/or conductor insulation
  - Crushed, cracked, mashed, or bare copper showing
  - Loose or missing covers or screws
  - Missing ground prongs or plugs
  - Other similar substandard conditions
- Any damaged items must be tagged “out of service.”
- Any cord which bares an expired color tape shall be considered defective and is not to be used until it is inspected.
- Only inspector is authorized to remove tape.
  - Unauthorized removal or defacing of inspection tape shall be cause for disciplinary action.



- Expired inspection tape must be completely removed (not covered up) during inspections.
- Never use an extension cord or power tool that isn't marked with the correct color for that quarter.
- It shall be the responsibility of each subcontractor to ensure that their electric tools and electrical equipment are tested and documented.

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