

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Business Division

BULLETIN NO. 10  
July 1, 1974

SUBJECT: ELIMINATION OF HAZARDS INVOLVING EXTENSION CORDS AND FLOOR PROJECTIONS

Some very serious injuries have occurred in schools and offices when employees have tripped over extension cords and electrical floor projections.

In many instances, the original plans called for furniture to be placed over floor projections and for desks or tables to be located near wall outlets. Subsequently, however, the furniture was rearranged and cords and outlets were then left exposed.

To minimize hazardous conditions resulting from the exposure of extension cords and floor projections, each administrator should take the following steps:

1. Require that furniture be arranged so that all floor projections are covered.
2. Limit the use of extension cords for fans, typewriters, telephones, business machines, etc., to avoid the creation of hazards in aisles or walkways.
3. Instruct personnel to coil excessive lengths of extension cords so that they will not cause hazards.

Where unusual conditions exist, administrators should notify the appropriate Area Maintenance Director for assistance in correcting hazardous conditions.

For assistance, please call the Safety Section at 687-3403.

APPROVED: RALPH W. LANZ, Associate Deputy Superintendent

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