Extension cords can be job savers if the power cord on the electrical appliance or tool you’re using isn’t long enough to reach the nearest outlet.

Using extension cords properly is crucial to your safety, says the Electrical Safety Foundation International, which recommends the following tips for safe usage:

- Use extension cords on a temporary basis, not as permanent wiring. Never run any electrical cords under carpet. If the cord is covered, heat cannot escape, which may result in a fire hazard.

- Do not use extension cords that are cut or damaged. Touching even a single exposed strand can give you an electric shock or burn.

- Never use three-prong plugs with outlets that only have two slots for the plug. Don’t cut off the ground pin to force a fit. This defeats the purpose of a three-prong plug and could lead to an electrical shock. Also, never force a plug into an outlet if it doesn’t fit.

- A ground fault circuit interrupter (GFCI) can be plugged or installed into an outlet to protect against electrical shock. GFCIs are products designed to prevent serious injury or death from electrical shock by detecting ground faults at very low levels.

- GFCIs should be used in any area where water may come into contact with electrical products. GFCIs are now required by code in certain areas of the home, including unfinished basements, kitchens, bathrooms, garages, crawl spaces, and around swimming pools.

For more info check out www.esfi.org