PORTABLE SPACE HEATER POLICY

1. **Purpose**

This regulation establishes the policy and procedure required for personal use of a portable space heater in the workplace.

2. **Policy / Procedure**

Employees must notify their immediate supervisor that they are bringing in a portable space heater to be used at their work station. Supervisors must contact the Fire Chief's office to schedule an inspection with the Fire Inspector.

3. **Requirements**

a. The recommended type of space heater is a ceramic pod.

b. The space heater must be a UL rated unit and/or ETL listed (Intertek).

c. The space heater must be equipped with a cut-off device that will turn the unit off if it tips over.

d. The maximum space heater wattage is 1500 watts.

e. The space heater must be equipped with a timer or auto temperature control.

f. Oil filled space heaters are PROHIBITED.

g. DO NOT use extension cords with space heaters. If an electrical extension is needed, it must be an electrical power strip which has a built-in circuit breaker. The power strip must be AWG certified with at least a #12 rating.

h. Space heaters are personal items for personal use only.

i. No combustibles are allowed to be stored within 3 feet in any direction of the area where the space heater is used (no paper, cardboard boxes, etc., stored under the desk where the heater is used).

j. The space heater is to be used on a level surface, the floor. Never place the space heater on cabinets, boxes, tables, or furniture, etc.

k. The space heater must not be covered with items. DO NOT use the space heater to dry clothes.

l. Employees must turn their space heater OFF when leaving for the day and whey they are away from their work station for a significant period of time, e.g. lunch, meetings, scheduled breaks, inspections, etc.

m. All requirements for the use of space heaters are effective, November 15, 2011.

n. Portable space heaters not meeting the criteria established in this policy must be removed from the work place no later than, December 15, 2011.