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| SOU Logo Replace this with procedure title |

**Office: Environmental Health, Safety and Risk**

**Procedure Contact: Russell Deen**

**Related Policy or Policies: FAD.085**

# Revision History

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| **Revision Number:** | **Change:** | **Date:** |
|  | Initial | 12/01/2022 |
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## A. Purpose

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| To promote a safe environment without over taxing the power supply. |

## B. Definitions

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| A self-contained appliance, usually electric, for heating an enclosed room. |

## C. Procedures

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| Portable space heaters are used for supplementary heating of spaces. Space heaters that are recommended are the oil filled radiator style space heaters. This is due to safety reasons in that they do not get as hot as other styles of heaters and are more energy efficient.  Space heaters are required to be plugged directly into outlets. Space heaters cannot be plugged into extension cords or power strips. Space heaters cannot be covered by fabric or other flammable material and need 3 foot of clearance from combustible material. Damaged units will need to be removed and replaced as required. If unit is causing excessive power drain on building they will need to be replaced.  Portable electric heaters are high-wattage appliances that have the potential to ignite nearby combustible materials like curtains, beds, sofas, paper, clothing, and flammable liquids. If ignition results from a heater left on and unattended, a major fire could result.  Safety is a top consideration when using space heaters. The U.S. Consumer Product Safety Commission estimates that more than 25,000 residential fires every year are associated with the use of space heaters, resulting in more than 300 deaths. In addition, an estimated 6,000 people receive hospital emergency room care for burn injuries associated with contacting the hot surfaces of room heaters, mostly in non-fire situations.   * All heaters must be Underwriters Listed or Factory Mutual approved for their intended use. * Heaters must have a thermostat to automatically shut down the unit when the desired temperature is achieved. * Heaters must have a tip-over automatic shut down feature. * Heaters must be kept at least 3 feet from all combustible materials, e.g., file cabinets, desks, trash cans, and paper boxes. * Heaters must be monitored when in operation. * Heaters missing guards, control knobs, feet, etc. must be taken out of service immediately and repaired by a competent person. Do not use heaters in rooms that will not be continually occupied. * Do not use portable space heaters if small children are expected in the area. * Space heaters of any type are prohibited in laboratories. * It must not take more than 1500 watts to operate. * It must have a grounded three-pronged plug. * No external metal surfaces of the heater can reach a temperature that will ignite material that may come in contact with it. |
| This procedure may be revised at any time without notice. All revisions supersede prior procedures and are effective immediately upon approval. |

## D. Appendix

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| Replace this sentence with any appendices or remove |