

MSAD 75
Safety Guidelines
Use of Portable Heaters in the District

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Background:

Recent Life Safety Inspections have indicated multiple examples of portable heaters in the District. These electrical devices can introduce a personnel safety hazard and a property loss risk if not properly used, supervised and maintained. The District Safety Team was assigned to develop guidelines for consistency throughout the District based on a measured/risk-based approach.

The District's Safety Policy (GBE) delineates the commitment to provide a safe educational and working environment for all students and staff. It further states that it's the goal of the District to create an atmosphere where the prevention of accidents and injuries is essential to ensuring a safe working environment.

With this goal in mind, the following guidelines were developed regarding portable space Heaters in the District:

ELEMENTARY, MIDDLE, HIGH SCHOOLS & NON-CLASSROOM BUILDINGS

For the safety of our students, all portable heaters must have constant adult supervision in designated non student rooms (Kitchens, Kitchenettes, Lounges, Break Rooms, offices, etc.) and are **not to be used in classrooms or others areas near students.**

Portable Heaters shall be unplugged by the staff member in charge of the area when not in use. The area around the appliance shall be kept clean and neat and free of any combustibles. Whenever possible the devices shall be plugged into Ground Fault Interrupter (GFI) outlets.

Portable Heater Requirements:

All Portable Heaters must meet the following specifications as a minimum:

- 1) Be UL listed and FM approved (See labeling)
- 2) Shall have an automatic cut-out switch if tipped over
- 3) Only Ceramic Disc type heaters shall be used.
- 4) For Construction type projects employing oil fired heaters (I.E. Salamander) – The Facilities Department must approve use on a case by case basis to avoid potential Air quality life safety concerns.
- 5) The smallest size heater employing the minimum setting necessary to achieve the desired comfort shall be used.
- 6) NO use of extension cords
- 7) If a breaker trips the heater should be relocated or other loads removed from the circuit before restoring power after a trip.
- 8) The individual using the Portable Heater is RESPONSIBLE for securing the heater after each day/use.

Inspections

Before Each Use:

- 1) Verify no visible Damage
- 2) Verify no flammable material (coats, curtains, paper, personal items, etc.) are within 2ft of the heat generating surface.

Annually (Before each Heating Season):

ALL Portable Heaters shall be thoroughly inspected by the staff member utilizing the Heater. Special attention should be given to signs of damage, evidence of excessive heat, frayed cords, cracked or broken parts, exposed wire, etc. If any of these conditions are evident the device shall be removed from the premises.

The electrical auto shut off device shall be tested by putting the heater on minimum setting and carefully tipping the device slowly to one side verifying the device automatically turns off.

The Building Administrator shall ensure their staff members are aware of these guidelines and shall inspect their facility at least annually to ensure compliance. Any questions shall be referred to the Facilities Dept. or Local Fire Chief.