

### **Campus Safety - Safety Services**

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| **SAFETY BULLETIN - PORTABLE SPACE HEATERS**  Winter is here and the temperatures are dropping. As a result, there is an increase in the use of portable space heaters. Unfortunately every year incidents of fires and damage occur from improper use of heaters.  Recently an incident occurred involving a portable space heater in an office on another campus. The heater caught fire causing damage to the carpet and destroying the heater. If you’re going to use a space heater please remember the risk potential.    **Below are some basic safety do’s and don’ts for using space heaters…** | |
| ***7 Things you should do…*** | ***7 Things you shouldn’t do…*** |

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| |  | | --- | | **Contact Facilities** - If your office temperature is uncomfortable, complete a Facilities Work Request so that the temperature concerns can be reviewed.  **3 ft. Rule** – keep your heater at least 3 ft. from combustible materials. | | **Inspect Cords** – make sure the heater cord is not damaged or frayed. | | **Plug is Snug** – make sure the heater is securely plugged into the outlet. | | **Certified** – make sure your heater has a CSA© or UL© or other acceptable certification sticker. | | **Safety Features** – choose a heater that has a thermostat and auto-shut off capabilities. | | **Turn it Off** – ensure your heater is turned off when left unattended for extended periods of time. | | |  | | --- | | **Crowd your** Unit– don’t put anything around the front, sides or rear of your heater. | | **Extension Cords** – don’t use extension cords or power bars; plug directly into the wall outlet. | | **Place on Tables** – do not use your heater on top of a table or chair; use a stable, level surface. | | **Cords under Rugs** – do not run the power cord underneath carpets, rugs or furniture. | | **Hot to Touch** – do not use the heater if the power cord or receptacle feels hot to the touch. | | **Know your Size** – do not use a heater that is designed for an area larger than you need.  **Contact** [**Safety Services**](http://www.uleth.ca/risk-and-safety-services/)for questions/concerns and contact[**Facilities**](http://www.uleth.ca/facilities)to request a work order. | |

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| [**Campus Safety - Safety Services**](http://www.uleth.ca/risk-and-safety-services) |  | Date of Issue: | 2019.10.07 |
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