



Campus Safety - Safety Services

ELECTRICAL APPLIANCES- SAFETY GUIDELINES

Safety Approval Labels:

- All electrical appliances must have an approval label from the Canadian Standards Association, Underwriters Laboratories or other recognized authority.



Small electrical appliances:

- Small electrical appliances in offices (e.g. kettles, coffee pots, Keurig's, toasters, space heaters, etc.) can pose electrical issues and/or fire safety hazards. Electrical circuits are typically shared between offices and the use of these items can overload circuits and blow breakers.
- Small kitchen appliances should be used only in designated kitchen/lunchroom areas.
- The appliances shall be located 1.5 meters (5 feet) of any sink unless a ground fault protector is installed. Exceptions to this would be receptacles installed behind and intended for stationary appliances such as fridge or microwave on its own shelf.
- All electrical appliances with heating elements (e.g. kettles, coffee makers, space heaters, etc.) *must* have an automatic shut-off function.

Large electrical appliances:

- Large appliances must be approved by Facilities before installation. They may consult Safety Services if a safety concern is apparent.
- Facilities will confirm the suitability of the appliance to the area (e.g. weight restrictions, electrical requirements, dimensions for delivery and placement, etc.). For example, refrigerators must plug directly to the wall or floor electrical receptacle with no extension cords permitted.

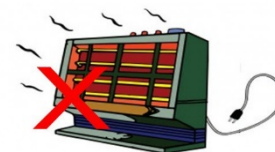
Outlets and Extension Cords:

- The use of a multiple plug adaptors or similar devices is not permitted. A circuit-protected power bar must be used.
- Extension cords are permitted only for temporary use and must be rated for the electrical load. A Facilities work order must be placed for electrical review of more permanent installations.



Space Heaters:

- The use of space heaters at the University is ***strongly discouraged***. Space heaters are not an efficient energy source and may create serious fire and electrical hazards.
- Space heaters can adversely impact temperature control in offices. Most offices share a thermostat and adding additional heat in one office may result in colder temperatures in others. If your office temperature is uncomfortably, complete a Facilities Work Request so that the temperature concerns can be reviewed.



Contact [Safety Services](#) for questions/concerns.

Or Contact [Facilities](#) to request a work order.

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