



## CODE OF PRACTICE FOR PORTABLE/PERSONAL HEATERS

Section:	Hazard Identification & Control	Date of Issue:	2006.04.21
		Issued By:	Environmental Health & Safety
Part:	Fire Prevention Program	Revision #:	1
		Revision Date:	2006.12.22
Pages:	1	Revised By:	CM

The following elements are required for the selection, use, care, maintenance and disposal of portable/personal heaters for use at the University of Calgary.

### RESPONSIBILITIES

Supervisors and workers must follow all health and safety standards, rules and regulations, report all hazardous conditions immediately, and use prescribed protective equipment as required.

### HAZARD COMMUNICATION AND CONTROL MEASURES

Due to the potential fire hazard of portable/personal heating equipment, the following control measures for the use of portable/personal heating equipment must be followed:

- The heater must plug directly into a wall socket without the use of a power bar device or extension cord.
- The heater must be unplugged from the wall socket when not in use.
- The heater must not be used in an area containing flammable or corrosive materials.
- A fire extinguisher must be available.
- All incidents involving portable/personal heating equipment must be reported to EH&S within 24 hours.

### SELECTION

The selection of portable/personal heating devices must meet current CSA standards and be equipped with the following:

- The heater should have a low center of gravity to make accidental tipping unlikely; and
- A timer that prevents the heating element from functioning for time periods longer than one hour without a person in attendance to restart the timer.

### USE, CARE AND MAINTENANCE OF PORTABLE/PERSONAL HEATERS

Follow the manufacturer's specific instructions for use, care, and maintenance of portable/personal heating equipment.

### DISPOSAL

All equipment must be disposed of according to the University of Calgary disposal procedures.

### DEFINITIONS

*Hazard* – means a situation, condition, process, material or thing that may be cause of an injury or illness to a worker.

*Portable/Personal Heater*: is a device intended to produce heat for the supplemental warming of an office area or work space over and above the heating systems of the building or structure.

*Supervisor* – means the individual that directs or oversees a person, group, department, organization, or operation from the University of Calgary.

*Worker* – is any person engaged in work at or for the University of Calgary, including employees, contracted workers, volunteers, and graduate students.