



Mount Royal University - Environmental Health & Safety - Safe Work Guideline		
<b>Portable Space Heaters</b>		
Rev: 01	Date: August 2019	Page: 1 of 2

## SAFE WORK GUIDELINE: PORTABLE SPACE HEATERS

Portable space heaters help to modify home and work areas to make people more comfortable in their space but they also pose a risk of fire and injury if not used safely. Fires can occur due to electrical overloads or ignition of nearby combustibles such as paper or fabric.

### SAFE WORK GUIDELINES

Prior to use, get approval from your supervisor and have Building Operations confirm that the electrical outlet to be used can handle the extra load.

Only use portable space heaters that are UL (Underwriters Laboratories) or CSA (Canadian Standards Association) approved.

Keep the manufacturer's manual in an accessible location, and follow their instructions for operation and maintenance.

Only use a portable space heater with "tip-over protection" that will shut it off automatically if it's tipped over, and with overheat protection switches that will shut off the heater if components become too hot.

Plug the heater directly into an outlet, not into an extension cord or power bar. Portable space heaters typically draw 12.5 A or 1500 W, which is too high for most extension cords and power bars, and can cause them to melt or catch on fire.

Use a portable space heater with a timer, or run the plug through a timer that can handle the electrical load. This will ensure the heater only runs during office hours.

Unplug the heater whenever it's not needed, i.e. when no one is in the area or after office hours. Set a reminder on your phone or computer to ensure you unplug it at the end of the day.

Place the heater on a hard, level surface and don't place it near walkways or doorways or directly under a desk where you could knock it over.

Keep the space heater a minimum 1 m / 3 feet away from any flammable materials such as curtains, paper, or clothing.

Do not use in damp or wet environments.

Inspect the heater regularly to make sure it's in good condition – look for frayed cords and missing or damaged parts, and check that all three prongs in the plug are in place. If there are any concerns, mark it "out of service" and do not use it until it can be fixed or replaced.



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Rev: 01	Date: August 2019	Page: 2 of 2

#### REVISION HISTORY

Date	Revision	Notes
August 2019	01	Creation of Safe Work Guideline