

SAFETY COMPENDIUM – PERSONAL APPLIANCES

Electric appliances like coffeepots, microwave ovens, refrigerators, fans, and heaters must be authorized by the installation head and Safety personnel. Appliances must meet UL, FM, or other safety specifications and have a visible “on” light located on the unit or wall outlet. Authorized appliances must be placed in a safe location away from combustible materials. Set up and maintain a system to make sure that coffee pots or other appliances are turned off at the end of each day or when not in use.

Exception: Coffee pots with a reservoir for holding hot water need not be turned off daily.

Note: After a third reported instance of not turning off coffee pots, warmers, and other similar appliances at the end of each day, privileges for using the appliance or coffee service will be suspended.

Do not bring into the facility any heat-producing devices such as halogen torch lamps, heaters, hot plates, heating elements, toasters, and other unauthorized electrical appliances.

The head of your installation, in conjunction with safety personnel, must authorize portable electric hot plates, coffeepots, and other electrical appliances with heating elements.

- ❖ The authorization must certify that all electrical appliances meet the following conditions:
 - Located safely away from combustible materials.
 - Approved by Underwriters Laboratories or Factory Mutual and unmodified.
 - Equipped with a pilot light or warning light on the unit (or the wall outlet must have an easily viewable pilot light, warning light, or timer).
 - Checked to ensure they are working properly, with cords and plugs in good condition.
 - Inspected periodically by safety personnel or a maintenance supervisor.
 - Approved for return to service by safety personnel or a maintenance supervisor if repaired.
- ❖ In addition:
 - Never use unauthorized electrical appliances.
 - Unplug appliances when not in use.
 - Take out of service any appliance with defects such as frayed wiring or a defective plug immediately.

Use of portable hot plates, coffee pots, or other electrical appliances with heating elements is acceptable when authorized by the installation head or designee. After authorization, you must ensure that these procedures are followed:

- a. Make sure that you or a designated employee unplugs the unit when it is not in use.
- b. Ensure that the appliance is placed in a safe location, away from combustible materials.
- c. Make certain that the appliance is UL-listed, -labeled, or -certified, or Factory Mutual-Approved.
- d. Make sure that each appliance is equipped with a pilot or warning light on the unit, or that the wall outlet has a readily visible pilot or warning light.
- e. Make certain that the appliance is in proper working order with electrical cords and plugs in good condition. Conduct periodic inspections to ensure that the appliance is safe and serviceable.
- f. Immediately take out of service any unit that develops cords with frayed wiring, defective plugs, or other flaws. Before a unit is returned to service, repair must be approved by safety, maintenance, or other designated personnel with authority to grant return-to-service approval.

Refrigerators and microwaves, regardless of size, must be plugged directly into a wall outlet.

Personal electrical appliances may not be plugged into power strips or surge protectors. These are authorized for office equipment use only. Employees may not introduce extension cords, plug adapters, or any other type of electrical device to allow the connection of multiple electrical appliances.