UNIVERSITY OF TORONTO
SCARBOROUGH

PORTABLE ELECTRIC HEATER PROTOCOL
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Introduction

To set forth the policy for the restriction and use of portable space heaters in University of Toronto, Scarborough Campus.

Overview

Electric space heaters, when used properly, can provide an additional degree of comfort over and above a facility’s heating system. Unfortunately, with the use of these heaters comes the increased risk of fire and potential injury. Therefore, it is necessary to establish and maintain strict guidelines for the use of such appliances in accordance with the Campus Safety & Security Department, Facilities and the Joint Health & Safety Committee.

Protocol

APPROVAL

A Portable electric space heater shall only be permitted in office areas of nonresidential buildings for temporary use and only after the following conditions are met:

1. Heating Problems

Portable electric space heaters are not intended for use as permanent heating appliances. Approved portable electric space heaters are only intended to temporarily supplement an office area’s heating needs until a permanent solution can be found to correct the area’s heating problem, or as an authorized emergency use measure when a building’s normal heating system fails.

Employees experiencing significant heating problems should notify Facilities Management at 416-287-7579 to report the problem. Facilities Management and Health and Safety will determine if the temperature in the office area is below the accepted comfort level as outlined in the Procedures for addressing cold temperature issues in the office document.

NOTE: Portable Space Heaters are not permitted in laboratories of any kind – at anytime.
2. Campus Safety and Security Inspection

Existing portable space heaters shall be inspected by Campus Safety and Security to ensure that the amperage draw will not overload the electrical circuit and negatively impact Campus operations, as well as ensuring that the units meet the health and safety requirements outlined in this protocol.

Portable heaters purchased after the CSS inspection must be one the the units listed in Appendix I.

3. CSA Approval

Portable electric space heaters shall be CSA approved and clearly bear the CSA label.

4. Tip Protection

Portable electric space heaters shall have a low center of gravity and shall contain a mechanism whereby the heater shuts off automatically when tipped over. This is commonly called “Tip Protection”

5. Monthly Inspections

Portable electric space heaters shall be inspected on a monthly basis by the user to ensure that they are in good working condition.

6. Safe Use & Fire Prevention

   a) Portable electric space heaters shall be plugged directly into an electrical outlet. The use of any extension cord is strictly prohibited.

   b) Portable electric space heaters shall be turned off and unplugged when not in use, and at the end of each business day.

   c) Portable electric space heaters shall be placed a minimum of three (3) feet from any combustible material (e.g. curtains, paper, cloth, etc) and in a well ventilated area.

   d) Portable electric space heater(s) found to be in poor operating condition, damaged, or used improperly, shall be turned off, unplugged and reported to the Manager, Security, Fire & Parking immediately.

   e) Portable electrical heater cords must never be run under carpets and / or rugs.
7. Restrictions:

a) *Portable Space Heaters are not permitted in laboratories of any kind – at anytime.*

b) *The use of any portable heater that is fueled by kerosene, propane or that produces open flame is strictly prohibited.*

c) *The use of any portable heater for permanent heating is strictly prohibited.*

d) *Portable electric space heaters shall not be placed underneath desks, in any means of egress (exit path), or any high traffic area.*

8. Questions & Contacts

Questions relating to this Protocol can be directed to the Joint Health & Safety Committee via the Director of Campus Safety & Security, Director of Facilities Management, Manager, Security Systems and Services or the Occupational Hygienist & Safety Specialist.

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APPENDIX I

List of approved ceramic space heaters

1. Garrison Double Ceramic Heater – Product number 43-5944-2 available at Canadian Tire

2. Sunbeam LED Ceramic Heater – Product number 43-5898-2 available at Canadian Tire

3. Bionaire LCD Tower Ceramic Heater – Model number BCH9224-CN-1HD available at Home Depot

4. Royal Sovereign Digital Ceramic Tower Heater – Model number HCE-200 available at Home Depot

5. Bionaire Ceramic Tower Heater – Model number – BCH9300-CN available at Walmart