

INTERIM INSTRUCTION NOTICE #14-002

April 14, 2014

SUBJECT: Electrical Safety – Personal Appliances

DISTRIBUTION: All Department of Behavioral Health (DBH)

OBSOLETE: Upon revision completion of related policy

Effective Date 04/14/2014

From Facility/Property Management

Introduction The Department of Behavioral Health (DBH) is in the process of updating the SFT7012- Electrical Safety: Personal Appliances Policy. Effective immediately, all applicable staff shall follow this Interim Instruction Notice in addition to the existing policies and procedures.

Definitions **Heating Device:** Any portable electric, battery, or gas powered device or apparatus meant for the heating of a limited or enclosed area, also known as space heaters.

Personal Appliances: Any device or piece of equipment, usually operated electrically, meant for personal use and/or comfort.

Safety Guidelines All members of the DBH workforce shall be familiar with the basic principles of electricity and general guidelines for injury reduction or avoidance. Electrical safety-related work practices cover both qualified persons (those who have training in avoiding the electrical hazards of working on or near exposed energized parts) and unqualified persons (those with little or no such training). The DBH workforce shall adhere to the following general workplace electrical safety instructions for the following electrical items:

- Heating Devices
 - Space heaters are prohibited from any facility not protected by fire sprinklers.
 - Electric space heaters must be Underwriters Laboratories (UL) approved and equipped with proper grounding, a tip switch and an automatic shut-off device.
 - Electric space heater shall not be plugged into electrical outlets found on a panel-hung furniture, cubicle outlets, or outlet strips on the same circuit as a computer.

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Safety Guidelines (continued)

- Electric space heaters shall be plugged into a permanent, 3-pronged outlet only.
- Space heaters are not to be stored or operated near any combustible materials such as boxes, paper, towels, and plastics or left on overnight. Combustible materials are to be kept at least three (3) feet away from space heater.
- Personal Appliances
 - All personal electrical appliances or devices, including but not limited to coffee pots, clocks, radios, fans, or adapters, must be UL approved and have their symbol or UL designation attached to the appliance.
 - All personal electrical appliances must be used in a safe manner and in a manner consistent with its designed purpose.
 - Personal electrical appliances, including but not limited to, mug warmers, potpourri warmers and wax warmers are prohibited.
 - Coffee makers which are equipped with a hot plate to keep coffee warm may not be used in a private office or workstation (cubicle), or plugged into electrical outlets found on panel-hung furniture or cubicle outlets. In addition, coffee makers must be equipped with an automatic shut-off device feature and may be used only in a properly equipped and approved break area or designated kitchenette space.

Note: Buildings with closed climate-controlled systems may experience indoor climate variances by additional heating sources, such as space heaters. This can affect building thermostats systems, resulting in possible areas with inadequate heat. In such cases, the comfort of fellow employees must be taken into consideration.

Related Policy and Procedure

DBH, Standard Practice Manual, SFT7021: [Employee General Safety Policy](#).

References

California Code of Regulations, [Title 8, Division 1, Chapter 4, Subchapter 7, Section 3203](#)
San Bernardino County [Employee Safety and Health Manual, Section 22](#)

Questions

Should you have any questions pertaining to this notice, please contact DBH Facilities and Project Management at 909-382-3165.
