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## **SPACE HEATER POLICY**

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**Category:** Events and Facilities

**Responsible Office:** Environmental Health & Safety Office

**Date Established:** 12/01/2014

**Date Last Revised:** 03/27/2015

**Date Posted to Library:** 04/01/2016

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### **POLICY SUMMARY**

This policy provides the requirements pertaining to the safe use of portable (personal) electric space heaters. The use of fuel and/or gas-fed heaters is not allowed on the SUNY Buffalo State campus.

### **POLICY**

#### **Policy Statement**

Space heaters require a great deal of energy to run and pose safety hazards. Those wishing to use portable space heaters on SUNY Buffalo State premises should contact the Campus Services Office and request a work space evaluation: It is possible the work space temperature can be raised without the use of a space heater. This is a much safer and more cost-effective solution.

The following steps must be taken when portable space heaters are used:

- Space heaters must be plugged directly into an approved receptacle. At no time shall an extension cord, power strip, or similar means be used to provide power to the space heater.
- There shall be no combustible materials located within three (3) feet of the space heater. The area around the space heater, both in front and behind, should be kept clear.
- Space heaters must have an emergency tip-over/shut off function, and must be a labeled and listed commercially produced and approved device.
- If left unattended, space heaters should be turned off and preferably unplugged.

Buffalo State's Environmental Health & Safety Office as well as the New York State Office of Fire Prevention and Control reserve the right to prohibit the use of any space heater if its use does not meet the standards laid out in this policy.

This policy applies only to electric heaters: use of fuel and/or gas-fed heaters is not allowed on the SUNY Buffalo State campus.

#### **Applicability**

This policy applies to all members of the SUNY Buffalo State community, including faculty, staff, and students.

#### **Definitions**

Approved receptacle - Any hard-wired outlet that is not an extension of the building's main power supply

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Combustible materials - Any materials that are easily capable of catching fire if located too near a heat source. These materials can include, but are not limited to, papers, clothing and books.

Space heater - A self-contained appliance for heating an enclosed room

Tip-over switch - An emergency feature on a portable space heater which will automatically turn the heater off if it should fall over.

### **Responsibility**

#### **Environmental Health & Safety Office**

The Environmental Health & Safety Office shall define this policy as needed.

#### **SUNY Buffalo State supervisors**

SUNY Buffalo State shall be responsible for assuring their staff adhere to this policy, as well as taking any required corrective action should a violation of this policy be discovered.

### **CONTACT INFORMATION**

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### **REVISION HISTORY**

**Date of change:** 03/27/2015

**Brief description of edit:** Adapted to standard template

### **APPROVAL**

Approved prior to 2016