

Space Heaters, Policy on the Use of

Category: Events and Facilities

Responsible Office: Environmental Health & Safety

Date Established: 01/01/2015

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POLICY SUMMARY

This policy provides SUNY Buffalo State faculty and staff with requirements pertaining to the safe use of portable (personal) space heaters on the campus. Safety requirements of the Department of Environmental Health and Safety and the New York State Office of Fire Prevention and Control must be met when a portable space heater is used. This policy applies only to electric heaters: use of fuel- and gas-fed heaters is not allowed on the SUNY Buffalo State campus.

POLICY

Policy Statement

Space heaters pose safety hazards and must be used in compliance with manufacturer’s instructions and as noted below..

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 feet of the space heater. The area around the space heater, both in front and behind, should be kept clear.

Space heaters must be 1500 watts or less, 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.

Only one space heater may be used in each room. If electrical circuit breakers trip due to insufficient electrical power availability, use of the heater shall be discontinued

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

Applicability

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

Definitions

Approved recepticle: Any hard-wired outlet that is not an extension of the building’s main power supply.

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

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

1. The Environmental Health & Safety Office shall define this policy as needed.
2. SUNY Buffalo State supervisors shall be responsible for assuring their staff adhere to this policy, as well as take any required corrective action should a violation of this policy be discovered.

CONTACT INFORMATION

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REVISION HISTORY

Date of change: 10/22/2019

Brief description of edit: Elimination of space evaluation, limitation of wattage, Facilities Department authority
