



Safety Instruction

Portable Space Heaters

Introduction

On occasion additional heat may be required to provide adequate comfort for an employee. A portable space heater may be utilized given the following safeguards are observed.

Precautions

- Fuel powered space heaters (LPG, etc.) shall not be used inside a structure at any time without approval from the Campus Fire Marshal.
- Heaters shall be fully operational with no defects to include visual or operational irregularities.
- Heaters shall be “unplugged” or “turned off” when not in use to include prior to going home for the day.
- Space heaters shall be plugged directly into a wall receptacle. Extension cords shall not be used to power a heater.

Choosing a Heater

- ✓ Choose a portable heater that is UL listed for indoor use.
- ✓ Make sure heaters are equipped with an operational tip-over shut off switch.
- ✓ Oil circulating heaters are preferred over electric coil heaters (see below).



Oil Circulating Heaters



Electric Coil Heaters



Heater Placement

As a strongly encouraged practice, it is always a good idea to follow the manufacturer's guidelines located on the side of the heater or in the manual for heater placement.

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