



## Portable Electric Space Heaters

If you find your workplace to be particularly cold, please contact Facilities Management at 2149 ([fm@stfx.ca](mailto:fm@stfx.ca)) to have the issue assessed. Portable electric space heaters used on campus should be supplied and installed by Facilities Management. Improper use of portable electric heaters can be a serious fire and electrical hazard.

**If you currently have a space heater, please let FM know type and model at [klatimer@stfx.ca](mailto:klatimer@stfx.ca).**

Moving forward:

1. Call FM to assess your space
2. Only heaters from Facilities Management will be allowed. Features must include:
  - a CSA, ULC or Intertek ETL Listed approved device,
  - a thermostat to automatically shut down the unit when the desired temperature is achieved, and
  - a tip-over shut-down automatic feature.

When using portable electric space heaters, follow the safe work practices below:

- ✓ Always turn off the space heater when the area being heated is not occupied.
- ✓ Keep the space heater at least three (3) feet from all combustible materials, e.g., file cabinets, desks, trash cans, and paper boxes.
- ✓ Place space heaters on level, flat surfaces.
- ✓ Never place heaters on cabinets, tables, furniture, or carpet, which can overheat and start a fire.
- ✓ Do not place anything on top of the space heater.
- ✓ Ensure your heater is securely plugged directly into a power outlet, and that the cable is not a tripping hazard.
- ✓ Do not use extension cords or power strips because of the risk of overheating and possibly catching fire.
- ✓ Do not place the power cord underneath carpets, rugs or furniture as this could prevent the cord from releasing its retained heat and potentially cause a fire.
- ✓ If the power cord feels hot to the touch, immediately unplug it and do not use it until a certified electrician inspects it for damage. Send a request to [fm@stfx.ca](mailto:fm@stfx.ca)
- ✓ Check cords for damage or frays before each use.
- ✓ Keep the space heater in plain sight.
- ✓ Heaters missing guards, control knobs, feet, etc. must be taken out of service immediately.
- ✓ Do not use the heater near water or touch it if you are wet, as this could increase your risk of being electrocuted.
- ✓ Space heaters of any type are prohibited in laboratories.

Thank you.

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