

PERSONAL ELECTRICAL APPLIANCES PROCEDURE

Approved by: Academic Coordinating Committee

Authorizer: Manager, Occupational Safety

Reference Code: OSP-007 / 036 V2

Effective Date: November 16 2007

PURPOSE:

This procedure outlines when personal electrical appliances are and are not permitted on college premises. It is designed to ensure that these appliances are controlled and their use does not create safety or cleanliness concerns.

SCOPE:

This procedure applies to everyone in the Conestoga College community who may bring a personal electrical appliance onto college premises.

DEFINITIONS:

Personal Electrical Appliance

Any appliance that:

- a) Requires an alternating electrical current (e.g. Must be plugged in) to operate, and
- b) Is not purchased or owned by Conestoga College, but is brought onto college premises by members of the college community. Examples: lamps, radios/music players, toasters, toaster ovens, microwave ovens, kettles.

Designated Food Services/Staff Lounge Areas

- a) An area approved by Facilities Management that has been designated and designed for this purpose.

RESPONSIBILITIES:

Employees/Students/Community Members

- a) Anyone wanting to bring in a personal electrical appliance must follow the approval process outlined below.
- b) Employees, students and community members shall not bring personal electrical appliances onto college premises (and remove any currently in place) unless they are in compliance with this procedure.

Supervisors/Professors/Instructors/Technologists in charge of a place of work or learning

- a) These employees are responsible for ensuring that personal electrical appliances are not brought into college areas under their control (and removing any currently in place) unless they are in compliance with this procedure and display a 'college approved' sticker.
- b) Supervisors have the responsibility to enforce this procedure and ensure compliance for areas under their control.

PROCEDURE:

Personal electrical appliances may be permitted on college premises permitted they meet the following requirements;

- a) Have been approved following the proper approval process.
- b) Display labels showing electrical approval from the Canadian Standards Association (CSA), United Laboratories of Canada (ULC) or the Electrical Safety Authority (ESA), or any ESA recognized certifications.
- c) Do not contravene applicable federal/provincial/municipal legislation or contain any hazardous material, and
- d) Are in safe working condition (e.g. There are no exposed wires/frayed cords, or plugs with open fronts/missing ground prongs), and
- e) Can be plugged directly into a wall outlet (extension cords/power bars are not permitted), and
- f) Are not used close to sources of heat, liquids or combustible materials, and
- g) Do not have cords running under carpets or across passageways, and
- h) Do not interfere with work/study activities, and
- i) Are kept clean and maintained in safe and good working order, and
- j) Are removed when no longer required or inoperable, by the owner.

Approval Process

- a) Anyone wanting to bring a personal electrical appliance onto college premises must complete Form OSF-058 and have it signed by their supervisor.
- b) The signed form will be submitted to Facilities Management for approval. If approved, a compliance sticker will be provided to affix to the personal electrical appliance. The display of the approved decal is for the particular appliance in the approved space only. If the appliance moves to another area a separate approval is required and the decal is no longer valid.

Exceptions

- a) Electric heaters:
These are only permitted in exceptional circumstances. Facilities Management must be consulted and provide written approval. Exceptional circumstances may include:
 - Locations where Facilities Management has determined that they are unable to maintain temperatures within an acceptable indoor range during the November – March heating season.

- When the user has a documented medical condition that requires supplementary heat.

In these approved circumstances, the user is responsible for the proper operation of the heater. This includes turning the heater off when the user is not present and ensuring the heater is unobstructed for at least 1 meter in front of the heating elements. Failure to follow proper operation will result in its removal.

- b) Extension cords/power bars.

These are only permitted if purchased and installed by the college.

- c) Electric kettles.

These are only permitted on college premises if they have an automatic shut-off device.

- d) Fridges/toaster ovens/toasters/microwave ovens, or other heat-producing appliances intended for food preservation or preparation. These are generally permitted in designated food service/staff lounge areas.

Removal of Appliances

The College reserves the right to order that a personal electrical appliance be removed at any time without cause. The owner will be advised by the supervisor to remove the appliance from college premises. If the owner refuses or cannot be found, the appliance will be removed/disposed of by the college.

REFERENCES

Personal Electrical Appliance Request Form

REVISION LOG:

November 16, 2007	Procedure approved.
January 9, 2008	Approved as College Procedure by ACC.
May 1, 2009	Minor change to section 5.0 (4th bullet).
January 13, 2012	Reviewed. Revised "Physical Resources" to "Facilities Management".
January 30, 2015	Revised.
November 13, 2015	Policy and Procedure Committee – Approved
December 16, 2015	Approved as revised College Procedure by ACC