

SECTION: CAMPUS OPERATIONS

AREA: GENERAL AND OCCUPATIONAL SAFETY

SUBJECT: USE OF SPACE HEATERS ON CAMPUS

POLICY

The purpose of this policy is to inform departments within the University of Arkansas for Medical Sciences (UAMS) of the procedures concerning the introduction of space heaters into UAMS facilities by faculty and staff. **All space heaters must be approved for use prior to being placed into service.**

“Oil-filled” radiant type space heaters are permitted in patient care areas (includes patient rooms and clinics). All other types of space heaters are prohibited in patient care areas. Patients and visitors are prohibited from using a personally owned space heater anywhere on campus.

Laboratories (all) are prohibited from using a space heater in any UAMS owned or leased facility.

Approved Space heaters, if not properly designed, maintained and used, can constitute a serious fire hazard. In order to minimize this hazard the following procedures will apply.

SCOPE

All UAMS employees, faculty and staff.

PROCEDURE

1. Occupational Health and Safety (OH&S) shall approve the use of all space heaters on the UAMS campus. Phone 686-6786 or fax requests to 296-1339.
2. Purchase orders for space heaters must be pre-approved by Occupational Health and Safety. Procedure 3 lists the information needed for purchase order pre-approval. You must provide Occupational Health and Safety with a brochure, catalog, etc. that lists features and includes a picture of the grille pattern. Employees must bring personal space heaters to OH&S for inspection and approval prior to being used on campus.
3. Space heaters must meet four criteria:
 - a. Tip-Over Switch. (Shuts unit off automatically if it is accidentally knocked over).
 - b. No greater than 1500 watts. (Maximum energy output allowed).
 - c. Certified safe by a testing laboratory. (Underwriters Laboratory (UL) or other certifying agency).
 - d. The pattern on the grille face must not have an opening greater than 1 inch. (To reduce the chance of combustible material coming in contact with heating elements).

4. Use of an extension cord to connect a space heater is prohibited. Space heaters should be plugged directly into a wall outlet. In certain instances where direct connection into a wall outlet is not available, a power strip may be used. Power strips must be rated at either 15 or 20 amps. Call 686-6786 for individual building requirements.
5. The front of space heaters shall be located at least 12 inches from combustible materials such as paper products and draperies. The bottom, top, sides, and back shall not come in contact with combustibles. Space heaters should not be installed in damp or wet locations unless designed for such locations.

SIGNATURE: Robert W. Bishop DATE: 10/12/07
Chancellor's Designee