

PORTABLE SPACE HEATERS

1. Employees will be properly and thoroughly trained in the safe operations of a space heater.
2. Always locate heaters at least three feet away from flammable objects such as bedding, furniture, curtains, and drapes. Never use heaters to dry clothes or shoes. Don't place heaters where towels or other flammable objects could fall on the heater and start a fire.
3. Place heaters on the floor, never on tables or furniture, since they may fall, dislodging or breaking parts of the heater.
4. Do not use heaters in wet or moist places, such as bathrooms, since critical parts of the heater may rust and could fail.
5. String out electric cords on top of carpets or rugs; placing cords underneath anything can cause overheating.
6. Do not use extension cords with electric heaters unless absolutely necessary; using an extension cord with high wattage appliances could start a fire. If you must use an extension cord, it must be marked #14 or #12 gauge; lower gauge numbers mean the wires are larger and can carry greater electrical current.
7. Be sure the plug fits firmly in the outlet. A loose plug may cause the plug and/or receptacle to overheat. Have a qualified person replace worn out plugs or outlets.
8. Heaters draw considerable power; therefore, the cord and plug may feel warm. If the plug feels too hot to touch, unplug the heater and have a qualified repairperson check for problems. If the heater and its plug are found to be working properly, have the outlet replaced. Using a heater with a hot cord or plug could start a fire.
9. Broken heaters should be checked and repaired by a qualified appliance service center. Do not attempt to repair, adjust, or replace parts in the heater yourself.

Date