SPACE HEATERS

OVERVIEW
This GEHSI provides the requirements for the use of space heaters at Company facilities to prevent fire hazards.

WORK PROCEDURES

- The property custodian will issue space heaters for a period of up to one year.
- Space heaters are only permitted if the indoor temperature is below 68 degrees.
- If the heater will not be used for an extended period of time, remove the plug from the outlet or return it to the property custodian.
- Space heaters will meet the standards listed in this GEHSI.
- Use of space heaters which are not company-issued is prohibited.
- All space heaters must be approved by a Nationally Recognized Testing Laboratory (NRTL) (i.e., FM [Factory Mutual], UL Underwriters Labs).
- The property custodian will maintain a record of who has been issued approved space heaters and where they are being used.
- The space heater must have the following:
  - An automatic “tip-switch,” a cutoff device that turns off electric space heater if it tips over.
  - A guard around the flame area or heating element.

SAFETY RULES FOR ELECTRIC SPACE HEATER IN USE

- Before using the heater, read and follow the instructions for its operation and maintenance.
- Place the heater on stable and level surface. Follow manufacturer recommendations for set-up. Do not set on tables or countertops. Avoid placing heater in a location that could be a tripping hazard.
- Keep combustible materials such as paper, wood etc. from the front, sides and rear of the heater and maintain a 3 foot circumference around the heater.
- The front of the heater protected by the guard is the path radiant heat will travel, if you need to approach the heater do it carefully.
- Do not leave an operating space heater unattended. Portable electric space heaters are designed for use only as temporary supplemental heating device and only while attended.
- Unless certified for that purpose, do not use heaters in wet or moist places (e.g., bathrooms). Corrosion or other damage to parts in the heater may lead to a fire or shock hazard.
- Do not hide cords under rugs or carpets. Placing anything on top of the cord could cause the cord to overheat, and can cause a fire.
- Do not use extension cords or power strips. Plug heaters directly into electrical outlets.
- Be sure the plug fits snugly in the outlet. Since space heaters draw high amounts of power, the cord and plug may feel warm. If the plug feels hot, turn the heater off, unplug the heater and notify your supervisor. 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.
- If a heater is used on an outlet protected by a ground fault circuit interrupter (GFCI) and the GFCI trips, do not assume the GFCI is broken. Because GFCIs protect the location where leakage currents can cause a severe shock, stop using the heater and notify your supervisor.
- **If a heater is broken, notify your supervisor. Do not** attempt to repair, adjust or replace parts in the heater yourself. Broken heaters should be taken out of service.
- To prevent electrical shocks and electrocutions, always keep portable electric heaters away from water and **never touch an electric heater if you are wet**.
- The use of kerosene heaters within New York City and New York State is illegal. The exception is at a construction site.
## REVISION HISTORY

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Revision #</th>
<th>Summary of Change</th>
<th>Author</th>
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<tbody>
<tr>
<td>06/30/2014</td>
<td>2</td>
<td>Periodic review with no changes.</td>
<td>T. Tropea</td>
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<td>04/10/2015</td>
<td>3</td>
<td>1. Added the following clarification statements:</td>
<td>T. Tropea</td>
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<td>- Work Procedures - &quot;If the heater will not be used for an extended period of time, remove the plug from the outlet or return it to the property custodian.&quot;</td>
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<td>2. Clarified that Space heaters shall be on &quot;stable and level&quot; surface;</td>
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<td>3. Clarified that power strips shall not be used for Space Heaters;</td>
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