

<b>Town of Kernersville Safety and Health Policy and Procedure Manual</b>	<b>Space Heater Usage Section 0160</b>	<b>Date 01/11</b>	<b>Revised 08/22</b>
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### **Space Heater Usage In Offices\***

The Town of Kernersville allows portable space heaters inside offices. Employees in Town Hall, who are having to continuously run space heaters in their office, are asked to contact Building Maintenance for temperature checks.

Any employees who must use a space heater shall follow the below guidelines for approved space heaters and their usage:

- 1) Unit must have an automatic safety switch that turns it off when tipped over
- 2) Heater has a label or tag indicating testing by an approved laboratory (ex. Underwriters Laboratories)
- 3) Space heater must be electric
- 4) All space heaters shall be unplugged when you exit the building at the end of each workday
- 5) Unit can only be plugged into an outlet and not an extension cord or surge protector
- 6) Heater shall never run while unattended in your office or work area
- 7) Unit should be placed at least three (3) feet away from any combustible item
- 8) Cords are not frayed, worn, cracked, twisted or broken
- 9) Space heater location is not near wet areas or in high traffic areas such as exit ways and does not pose a tripping hazard with the unit or cord
- 10) Cords cannot run through cabinets or doorways

*\*Office specifications apply to areas that fall into the business category as defined by the Fire Marshal. Other building structure classifications may require additional regulations.*