



Safe Work Practice (SWP)

Name of Task: Electrical Appliances Safety Guidelines	
Department/Unit: Facilities and Ancillary Serves	
Personal Protective Equipment or other required equipment or other safety considerations: All electrical appliances must have an approval label from the Canadian Standards Association, Underwriters Laboratories or other recognized authority. <div style="display: flex; align-items: center;">   </div>	
Hazards: Small electrical appliances in offices (e.g. kettles, coffee pots, Keurig's, toasters, space heaters, etc.) can pose electrical issues and/or fire safety hazards. Electrical circuits are typically shared between offices and the use of these items can overload circuits and trip breakers.	
Steps to be taken to complete task safely:	
1.	Small kitchen appliances should be used only in designated kitchen/lunchroom areas <ul style="list-style-type: none"> The appliances shall be located 1.5 meters (5 feet) of any sink unless a ground fault protector is installed. Exceptions to this would be receptacles installed behind and intended for stationary appliances such as fridge or microwave on its own shelf All electrical appliances with heating elements (e.g. kettles, coffee makers, space heaters, etc.) must have an automatic shut-off function.
2	Large appliances must be approved by Facilities before installation <ul style="list-style-type: none"> Facilities will confirm the suitability of the appliance to the area (e.g. weight restrictions, electrical requirements, dimensions for delivery and placement, etc.). For example, refrigerators must plug directly to the wall or floor electrical receptacle with no extension cords permitted
3	The use of space heaters at NBCC is strongly discouraged. Space heaters are not an efficient energy source and may create serious fire and electrical hazards. <ul style="list-style-type: none"> Space heaters can adversely impact temperature control in offices. Most offices share a thermostat and adding additional heat in one office may result in colder temperatures in others. If your office temperature is uncomfortably, complete a Facilities Work Request so that the temperature concerns can be reviewed.
4	Extension cords are permitted only for temporary use and must be rated for the electrical load. A Facilities work order must be placed for electrical review of more permanent installations.
<i>If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure. Report any hazardous situation to your instructor/supervisor immediately.</i>	
Responsibilities, Completion and Review	

Management and workers to ensure all duties performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. utilizing personal, protective equipment as per SAFE Work Procedures). Notify Manager or designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.

Completed by and Date:

Susi Chamberlain

November 8, 2023

Approved by:**Last Reviewed / Revised by and Date:****Note:** This task will be monitored periodically to ensure compliance and effectiveness.