



# West Bay Sanitary District Code of Safe Practice

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FOR IMMEDIATE RELEASE  
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Questions or comments regarding this  
Code of Safe Practice should be directed  
to the Regulatory Compliance Coordinator.

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## Space Heaters

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EHS discourages use of space heaters in all buildings. They can cause fires, increase energy consumption, and overload electrical circuits. Rather than using space heaters, notify the Building Maintenance Recorder (BMR) if the building's furnace does not work properly.

If a space heater must be used in a building, observe the following minimum requirements:

- Read and follow the manufacturer's operating instructions before use.
- Do not, under any circumstances, use portable combustible/flammable liquid or gas heaters.
- Space heaters are not allowed in research laboratories or other locations where flammable liquids are used or stored.
- Assure proper separations (at least three feet) from combustibles, furniture, etc.
- Keep the heater on a level surface.
- The space heater must be UL approved and have a "tip over shut off" feature.
- Ensure the guard around the heating coil is secure.
- Space heaters must be turned off and unplugged when leaving the room for an extended amount of time (i.e., lunch) and at the end of the day.
- The electrical supply cord must not create a trip/fall hazard. Do not place the electrical cord in the pathway of a chair, cart, or under a rug/mat.
- Do not use extension cords with heaters.
- Keep the heater in safe working condition. Have all repairs done by a qualified technician.

## PERSONAL PROTECTIVE EQUIPMENT

Protection Area	PPE Required
Eye	
Face	
Hand	
Head	
Foot	
Body	
Respiratory	
Hearing	