

**Greater Seacoast Community Health
Policy and Procedure**

Title:	Use of Personal Space Heaters
Original Date of Implementation:	
Issued By:	
Written By:	(GJD)
Approved By:	GSCH CEO
Approval Date:	9/20/2016
Reviewed by Group/Committee: Directors	Safety Committee
Review Date(s)	7/18/18 (GJD)
Revision Date(s)	8/1/2018

Purpose: To govern the use of personal space heaters in an effort to prevent fires in all GSCH locations.

Policy: GSCH recognizes that individuals experience varying levels of personal comfort in the same shared environment. However, the risk of fire from space heaters is 3 to 4 times higher than from central heating equipment. Therefore, the use of personal electrical space heaters is permitted provided:

1. Space heaters are approved by a Nationally Recognized Testing Laboratory (NRTL); i.e. Underwriters Laboratories (UL) or Electrical Testing Labs (ETL) listed.
2. Space heaters are plugged directly into a wall outlet; never to an extension cord or power-strip.
3. Space heaters have a tip-over switch which shuts the space heater off.
4. Space heaters have a built-in timer (a timer and a thermostat are not the same).
5. Space heaters are kept at least 3 feet away from any flammable material (carpet is an exception).
6. Space heaters are on floors only, not cabinets, tables, or furniture.
7. Space heaters are not used in wet areas including kitchen, lab or bathrooms.
8. Space heaters are not be used in high traffic areas, such as hallways and waiting areas.
9. Space heaters are not left unattended while on.
10. Space heaters are unplugged when not attended.
11. Space heaters are not be used in rooms where children are unsupervised.

Procedure: Goodwin accepts no liability/responsibility for loss of or damage to a personal space heater. Space heaters found in violation

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**of this policy will be removed and stored until returned to owner.
This policy applies to all GSCH locations whether owned, leased,
rented or otherwise occupied.**

Responsible Parties' Signatures:

Janet Laatsch, Chief Executive Officer **Date**

Valerie Goodwin, Chair, Board of Directors **Date**