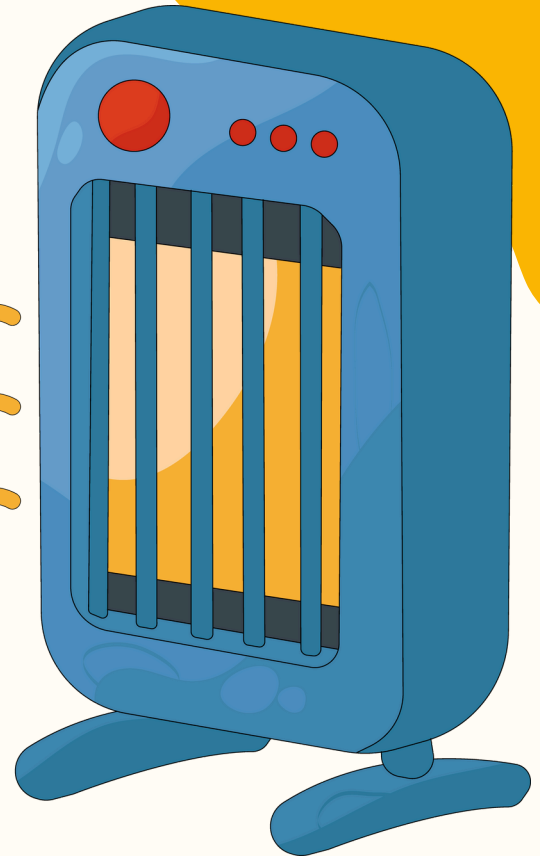


Stay Warm, Stay Safe!

Simple tips to prevent fires when using space heaters this winter.

- Use only company-approved space heaters that are UL- or ETL-listed and in good working condition.
- Heaters must have tip-over and overheat protection features.
- Plug heaters directly into a wall outlet—never into power strips, surge protectors, or extension cords.
- Keep at least 3 feet of clearance around the heater—away from paper, furniture, trash bins, or other combustibles.



- Place the heater on a flat, hard, stable surface—not on carpet, under desks, or near foot traffic.
- Never leave a heater on unattended or running after work hours. Unplug when leaving your workstation.
- Do not block exits, aisles, or ventilation with heaters or cords.
- Ensure electrical cords are visible, not run under rugs or furniture.

- Do not use space heaters in storage areas, copy rooms, or near flammable liquids.
- Inspect regularly for frayed cords or damage—remove any faulty units immediately.
- Keep smoke detectors functional and report any tripped breakers or unusual smells to maintenance.
- Always follow your organization's safety policy regarding portable heating devices.

