



HEALTH AND SAFETY BULLETIN

PORTABLE SPACE HEATERS

Winter is here and the temperatures are dropping. As a result, there is an increase in the use of portable space heaters. When used correctly these heaters are great for making your work area more comfortable to be in. Unfortunately every year there are stories of fires and damage from people not using heaters correctly. Recently an incident occurred involving a portable space heater in an office on campus. The heater caught fire causing damage to the carpet and destroying the heater. If you're going to use a space heater please remember the risk potential.

Below are some basic safety do's and don'ts for using space heaters...



6 Things you should do...

- **3 ft. Rule** – keep your heater at least 3 ft. from combustible materials
- **Inspect Cords** – make sure the heater cord is not damaged or frayed
- **Plug is Snug** – make sure the heater is securely plugged into the outlet
- **Certified** – make sure your heater has a CSA® or UL® or other acceptable certification sticker
- **Safety Features** – choose a heater that has a thermostat and auto-shut off capabilities
- **Turn it Off** – ensure your heater is turned off when left unattended for extended periods of time

6 Things you shouldn't do...

- **Crowd your Unit** – don't put anything around the front, sides or rear of your heater
- **Extension Cords** – don't use extension cords or power bars; plug directly into the wall outlet
- **Place on Tables** – do not use your heater on top of a table or chair; use a stable, level surface
- **Cords under Rugs** – do not run the power cord underneath carpets, rugs or furniture
- **Hot to Touch** – do not use the heater if the power cord or receptacle feels hot to the touch
- **Know your Size** – do not use a heater that is designed for an area larger than you need