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SECTION: CAMPUS OPERATIONS

AREA: GENERAL AND OCCUPATIONAL SAFETY

SUBJECT: USE OF SPACE HEATERS ON CAMPUS

PURPOSE

To provide clear rules for the use of space heaters at UAMS.

SCOPE

All UAMS employees, patients and visitors.

DEFINITIONS

Smoke Compartment: A space within a building enclosed by smoke barriers on all sides, including the top and bottom.

Smoke Barrier: A continuous membrane designed and constructed to restrict the movement of smoke.

POLICY

Portable space heaters are prohibited in smoke compartments containing sleeping rooms and patient treatment areas. **All space heaters must be approved for use prior to being placed into service.** Non-sleeping rooms that are occupied by staff and separated from the corridor are permitted to have portable space heaters, but must contain heating elements not exceeding 212 degrees Fahrenheit.

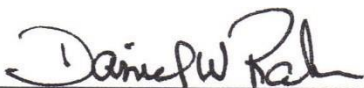
Laboratories (all) are prohibited from using a space heater in any UAMS owned or leased facility. Approved Space heaters, if not properly designed, maintained and used, can constitute a serious fire hazard.

PROCEDURE

1. Space heaters must be approved in advance by Occupational Health and Safety (OH&S) in UAMS leased and owned facilities. Phone (501) 686-6786 or fax requests to (501) 296-1339.
2. Purchase orders for space heaters must be pre-approved by Occupational Health and Safety. Procedure 3 lists the information needed for purchase order pre-approval. You must provide Occupational Health and Safety with a brochure, catalog, etc. that lists features and includes a picture of the grille pattern. Employees must bring personal space heaters to OH&S for inspection and approval prior to being used on campus.

3. To be approved, space heaters must meet four criteria as followed:
 - a. Tip-Over Switch. (Shuts unit off automatically if it is accidentally knocked over).
 - b. No greater than 1500 watts. (Maximum energy output allowed).
 - c. Certified safe by a testing laboratory. (Underwriters Laboratory (UL) or other certifying agency).
 - d. The pattern on the grille face must not have an opening greater than 1 inch. (To reduce the chance of combustible material coming in contact with heating elements or exposed filaments).

4. Rules related to use of space heaters:
 - a. Use of an extension cord to connect a space heater is prohibited. Space heaters should be plugged directly into a wall outlet. In certain instances where direct connection into a wall outlet is not available, a power strip may be used. Power strips must be rated at either 15 or 20 amps. Call OH&S, (501) 686-6786 for individual building requirements.
 - b. The front of space heaters shall be located at least 12 inches from combustible materials such as paper products and draperies. The bottom, top, sides, and back shall not come in contact with combustibles. Space heaters should not be installed in damp or wet locations unless designed for such locations.

Signature: 

Date: May 17, 2017