HAZARD ALERT – Portable Electric Heaters

This information is intended for all persons working and living at the University of Regina. With cooler temperatures there is an increase in the use of portable electric heaters.

The use of portable electric heaters as an addition to the University’s regular heating, should only be considered as a last resort.

Safety concerns
- Nearby materials could catch fire,
- Power circuits could overload,
- Extension cords without appropriate power ratings may overheat,
- Power bars already loaded with electrical equipment may fail,
- Worn or damaged electrical cords could contribute to fire.

Preventive Measures
- Discuss temperature problems with your supervisor.
  o Building temperatures are generally 1 to 2°C cooler in the winter months, to compensate for this seasonal change it may be necessary to adjust clothing and footwear.
- Call Facilities Management to assess and if possible correct the temperature concern.
- If a portable electric heater is deemed by Facilities Management to be the only solution:
  o Ensure that the heater has no fans or moving parts and that the heating element is completely enclosed.
  o Ensure the heater is approved by the Canadian Standards Association (CSA) or Underwriters Laboratories (ULC).
  o Follow the manufacturer’s instructions.
  o Turn the heater off when away from the area.
  o Plug the heater directly into a wall or cubicle electrical outlet. Do not use power bars or extension cords.
  o Place heaters away from exit ways, walkways and paths of travel.

Before using or purchasing a portable electric heater

Contact Facilities Management – Work Control at 585-4039 for an evaluation and possible adjustment of your area’s ventilation and heating system.