

S A F E T Y



A L E R T

Space Heater Safety

When the weather turns cold, many of us will use portable space heaters in our offices or at home. However, misusing space heaters can put you at risk. If your company utilizes electric space heaters, be sure that they are in good condition and are used according to the manufacturer's operating and safety instructions. Regardless of the type of space heater used, install a smoke alarm, a carbon monoxide alarm and a dry chemical ABC fire extinguisher.

The following guidelines will help you use them safely.

- Choose a space heater that has the Underwriters Laboratory (UL) seal of approval.
- Use space heaters cautiously and maintain a distance of 3 ft. from combustibles.
- Connect electric space heater directly to a grounded wall outlet or to a grounded and approved power strip that is connected directly to the wall outlet. Never use extension cords with space heaters (most extension cords aren't designed to handle this much current).
- Never put space heaters under desks. If a fire were to break out, the overhead sprinkler system would not be able to extinguish the fire as quickly.
- Ensure smoke detectors work and batteries are replaced regularly.
- Make sure your space heater has a high-temperature shut-off with backup circuit breaker, as well as, a tip-over switch.
- Keep the heater out of footpaths so no one bumps it while walking by.
- Clean and maintain the heater. If it is smoking or not working properly, have it repaired.
- Don't use flammable or combustible chemicals near the heater.
- Disconnect your electric space heater when it is not in use.

