



POLICY & PROCEDURE MANUAL North Dakota State College of Science

Appliance Use Policy

Source: NDSCS President

Applies to: All Employees

Purpose: To provide a safe and healthful environment for employees, students and visitors in accordance with state fire codes.

Policy

General

As per the Risk Management Fund Contribution Discount Program requirements that a policy be in place to ensure safe use of serviceable appliances and annual inspections of the workplace to confirm compliance with the policy.

Appliance Requirements

1. All appliances must carry the Underwriter's Laboratory approval, **UL**, stamped on the article. If items are purchased from outside of the United States they must be stamped with the appropriate countries approval. Example: **UL** (Underwriters Laboratory) and CSA (Canadian Standards Association) for North America. VDE, TUV, and Demko for Europe.
2. Power Strips: All power strips and surge protector power strips must be plugged into their own electrical outlet and cannot be plugged into an extension cord or into another power strip or surge protector power strip. All appliances must be plugged directly into the power strip or surge protector power strip without the use of an extension cord.
3. Freezers: Frost build up in a freezer can cause the motor to overheat, potentially causing a fire. Freezers should be checked on a monthly basis and defrosted as needed.
4. Space Heaters: If you use a space heater it must be "UL" and Facilities approved. It must be equipped with an automatic shut-off device in the event the heater tips over. Use of a space heater with an extension cord is prohibited.
5. Appliances: All office or break room appliances are required to be "UL" approved. Items include, but are not limited to: microwaves, refrigerators, coffee pots, freezers, radios, etc. Coffee pots must have a 2 hour automatic shut-off feature. Commercial coffee pots must have a 4 hour automatic shut-off feature.
6. Open Flames: No open flames are allowed in offices and break rooms. Open flames are only allowed when necessary for classroom instruction.

Appliances in Residential Life Rooms

Refer to the Residential Life Housing Contracts viewable on the residential life website for more information on permitted and prohibited items in on-campus living facilities.

Precautions

- *use caution whenever using electrical appliances,
- *limit the number of appliances used at any one time to avoid overloading the circuits,
- *use a surge protector with all electrical appliances to protect against damage that could occur from voltage fluctuations, and,
- *unplug all heat producing devices from the wall outlet while not in use.

Reference Risk Management Fund Contribution Discount Program

Where to Obtain Additional Information

You may speak to your supervisor, call the Safety Office at 701-671-2906, or email Safety at ndscs.safety@ndscs.edu

Approved by:



President's Signature

08-14-2020
Date