

Loss and Prevention Control: Safety Minute

Personal Space Heater Safety As the winter season comes upon us, let's take a look at personal space heaters, hereinafter, heater(s) and heater safety. Heaters help heat up a small radius of space and the air around us and help keep us warm. However, there are some important safety items we need to look at as the winter season approaches. These tips apply to home and office.

Do I have the correct type of heater?

Units that have been listed or labeled by a nationally recognized testing laboratory such as UL (Underwriters Laboratories), CSA (Canadian Standards Association) or ETL (Intertek) should be the only space heaters permitted for use. Please look for these logos pictured on the right when selecting a heater for your home or office use.



Is the placement correct?

Place the heater on a hard, level, and nonflammable surface. These appliances are intended to sit on the floor, not on a table. Establish a 3-foot radius around the heater, ensure there are not combustibile materials such as paper, boxes, furniture, bedding, and curtains within that radius. Note: A taller heater may need to be even further away. Don't use a heater in a workshop or garage near paint, gas cans, or matches. Proper placement of the space heater is important. Be sure it is not in a high-traffic area or in any area where it may become a tripping hazard.

Did I turn the heater off?

Remembering to turn off **and** unplug your heater when not in use, could prevent a fire or electrical issue from starting. Turn the heater off when you leave the room or go to bed. Unplug the heater when it's not in use by pulling the plug straight from the outlet.

Did I plug this in correctly?

Don't plug another electrical device or an extension cord into the same outlet as a heater—that can cause overheating. Check the cord for damage periodically, and don't use the heater if the cord is frayed or worn.

If you find a problem with a personal space heater in your area, notify your supervisor immediately. If you would like a personal space heater and your office building manager approves of their use, please place a request through your supervisor. For tips and information on cleaning your heater please [click here](#).

Let's get these taken care of early in the season rather than waiting until it gets extremely cold.

Print Name	Signature