The following elements are required for the selection, use, care, maintenance and disposal of portable/personal heaters for use at the University of Calgary.

RESPONSIBILITIES
Supervisors and workers must follow all health and safety standards, rules and regulations, report all hazardous conditions immediately, and use prescribed protective equipment as required.

HAZARD COMMUNICATION AND CONTROL MEASURES
Due to the potential fire hazard of portable/personal heating equipment, the following control measures for the use of portable/personal heating equipment must be followed:

- The heater must plug directly into a wall socket without the use of a power bar device or extension cord.
- The heater must be unplugged from the wall socket when not in use.
- The heater must be not be used in an area containing flammable or corrosive materials.
- A fire extinguisher must be available.
- All incidents involving portable/personal heating equipment must be reported to EH&S within 24 hours.

SELECTION
The selection of portable/personal heating devices must meet current CSA standards and be equipped with the following:

- The heater should have a low center of gravity to make accidental tipping unlikely; and
- A timer that prevents the heating element from functioning for time periods longer than one hour without a person in attendance to restart the timer.

USE, CARE AND MAINTENANCE OF PORTABLE/PERSONAL HEATERS
Follow the manufacturer’s specific instructions for use, care, and maintenance of portable/personal heating equipment.

DISPOSAL
All equipment must be disposed of according to the University of Calgary disposal procedures.

DEFINITIONS
Hazard – means a situation, condition, process, material or thing that may be cause of an injury or illness to a worker.
Portable/Personal Heater: is a device intended to produce heat for the supplemental warming of an office area or work space over and above the heating systems of the building or structure.
Supervisor – means the individual that directs or oversees a person, group, department, organization, or operation from the University of Calgary.
Worker – is any person engaged in work at or for the University of Calgary, including employees, contracted workers, volunteers, and graduate students.