



EH&S WORKPLACE SAFETY PROMOTION



PORTABLE SPACE HEATERS



If used properly, space heaters can provide temporary relief during a cold spell, but should not be considered a permanent solution. To minimize the risk of fire while using a space heater, read and follow the guidelines below.

- ◆ Use a space heater that has been certified by a nationally recognized testing laboratory (UL or ETL).
- ◆ Since space heaters may present a fire hazard when tipped over, use space heaters with a tip-over switch. The heater will automatically turn off when tipped over.
- ◆ Keep all furniture and combustible items at least 3 feet away.
- ◆ Space heaters should not be left on while you are away from your desk or overnight.
- ◆ When not in use, space heaters should be unplugged.
- ◆ Do not hide cords under rugs or carpets. This may cause the cord to overheat and can cause a fire.
- ◆ Do not connect a space heater to an outlet with an extension cord or power strip. This will overload the circuit.
- ◆ Occasionally, check the cord to determine if it is very warm or hot. If so, unplug it immediately and call Campus Services.

**To contact us: Office of Environmental Health & Safety
274-7180**

**University Campus Services
274-5313**

