WSU VANCOUVER
SMALL APPLIANCE SAFETY POLICY
(Does not apply to laboratory/instructional small appliances)

OBJECTIVE
To minimize the hazards associated with the use of small electrical appliances in offices and break rooms, and to conserve energy.

GENERAL
Most appliances shall be restricted to areas used for food preparation and/or break and lunch rooms. Generally small electrical appliances are not recommended in offices with the exception of radios, staplers, pencil sharpeners, shredders, etc.

Extension cords are not permitted. Appliances must be plugged into designated wall outlets or U.L. approved multi-outlet surge protectors (with built in circuit breaker).

Outlets shall not be overloaded by using multi-plug adapters. U.L. approved power strips or surge protectors may work. (Call Facilities Operations for assistance)

All appliances must be labeled U.L. approved.

Areas around appliances shall be kept clean and free of clutter.

Fire extinguishers shall be kept in close proximity to break/lunch rooms. Staff must know where they are and how to use them.

APPLIANCE EXAMPLES:

- Microwaves only in areas used for food preparation and/or break and lunch room
- Coffee Makers only in areas used for food preparation and/or break and lunch room (2-hr. shut-off models required)
- Electrical space heaters permitted if WSU Vancouver-approved (contact Facilities Operations at plant@vancouver.wsu.edu for detail)
- Small electric fans permitted if WSU Vancouver-approved (contact Facilities Operations at plant@vancouver.wsu.edu for detail)
- Small refrigerators permitted if in compliance with WSU Vancouver-approved guidelines (complete a FDWO at http://admin.vancouver.wsu.edu/facilities-operations/facility-services)
- Toasters not permitted
- Toaster ovens not permitted
- Halogen lamps not permitted

The Safety Committee recommends that heat-producing devices not mentioned in this policy be located in areas used for food preparation and/or break and lunch rooms, and are placed on non-combustible surfaces.

Requests for exceptions to above policies must be submitted by department heads to “plant@vancouver.wsu.edu”. Requests will then be reviewed jointly by the Director and Facilities Operations administrator on a case by case basis in order to comply with established guidelines.