



RISK CONTROL MEMORANDUM

To:	Catholic Diocese of Green Bay Parishes, Schools & Other Facilities
Attn:	Business Managers
Date:	January 04, 2011
From:	Gwendolyn Arps – Risk Control Consultant Direct Line: 920-431-6265 e-mail: gwendolyn.arps@aon.com
Re:	Space Heaters

With winter in full swing and temperatures dipping lower than most of us like, it is common to reach for a portable space heater to warm us up. Generally speaking, it is best to not allow this type of equipment. However, if they are needed due to “cold spots” in the building, please consider the safety guidelines below:

Space Heater Hazards to Avoid:

- Space heaters can be a fire hazard if they short out or if they tip over
- An electric cord creates a tripping hazard
- There is a potential for the heater to overload electrical circuits

Space Heaters must be:

- Electrically powered using less than 1500 watts
- UL Listed
- Forced air only with no open, glowing bright red / orange heating elements
- De-energized upon tilt or tipover
- Illuminated “power-on” pilot light
- Variable temperature controlled
- Kept away from objects such as paper and flammable liquids
- Inspected monthly for damage

Rules for Use of Space Heaters:

- Have building maintenance inspect and approve the equipment before using it.
- Place a noncombustible material under the space heater.
- Use the space heater only as described in the manufacturer’s owner’s manual.
- Do not store combustible materials near the space heater, with at least a 36 inch clearance in front of the heater and 18 inches clearance to the sides and back of it.
- The space heater must be plugged in directly to the wall outlet, not into extension or power cords.
- Turn off space heaters when unattended.

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