

Passed By Council on:02/23/2009

Purpose

To ensure the safety of employees and protect City assets, the use of portable heaters is restricted to CSA approved brand(s) as recommended and purchased by the City's Division of Property Management. It is also imperative that employees with portable heaters ensure they are turned off at the end of each work day.

Policy Statement

Unattended heaters being left on after work hours create a major concern as this can lead to after hour fires. All staff requiring the use of a portable heater must obtain approval of the Division of Property Management. Property Management when supplying a requested heater to an employee will ensure that such a heater is not placed within three (3) feet of combustibles.

Any employee using a portable heater device must ensure that it is turned off at the end of each work day.

Employees are not to bring personally owned heaters into the workplace. Any such heaters will be immediately unplugged by Property Management, the employee's supervisor or OHS and relocated to a storage area for safe keeping until the employee arranges to remove the heater from City facilities.

Application

Responsibilities

Department of Building and Property Management, all employees.

Definition

References/Appendix

Monitoring and Contravention

Approvals

Finance and Administration Standing Committee report - February 4, 2009; Regular Meeting of Council - February 23, 2009.

Review Period

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