

702: Small Appliance Policy

1. Purpose:

The purpose of this policy is to establish guidelines for safe use and storage of appliances.

2. Definitions:

2.1 Appliance: Any item that requires an electrical connection, power source, or other fuel source for operation, including permanent fixtures and temporary devices. This definition does not include general electronics such as personal computers (PCs), monitors, printers, and other related information technology devices.

3. Procedure:

3.1 Appliances must not pose potential disruptions to the workplace such as interference with fire alarm and sprinkler systems, lighting, or building power. In addition, they must not cause noise pollution or odors.

3.2 Reasonable accommodations may require a workplace adjustment or appliances to meet individual employee needs.

3.3 The Director will work with Risk Management to ensure appliances are in compliance with State requirements and ensure the correct mitigating controls are in place and approve permissible appliances.

3.4 The approved appliances and general use procedures are listed below:

Type of Appliance	General Criteria & Use
Coffeemakers	Approved for designated common areas.
Microwave	Approved for designated common areas.
Personal Heating Device	Must have an automatic shut-off feature. Must be unplugged before leaving approved workspace.