

NDOR Electrical Fire Safety Reminder

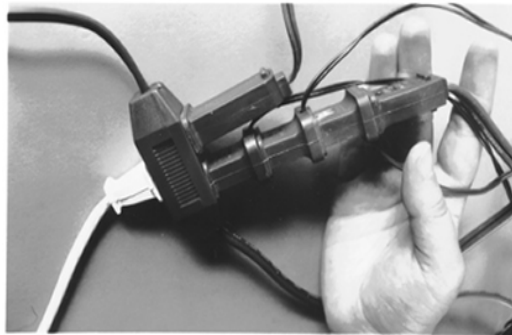
(Revised November 6, 2015)

As the Holiday Season approaches, many of us break out the decorations, slow cookers, heated serving trays and other electrical devices.

With all the lighted decorations and heated snacks floating around we sometimes forget to be safe with electrical cords. Using lightweight household extension cords brought from home can create a fire hazard by quickly being overloaded with electrical appliances.

Here are some safety reminders for using extension cords safely.

- Don't use light weight two prong extensions cords. They are 18 gauge wires and can quickly overheat the cord melting the insulation. They are not approved for use in the department.
- **Only use heavy duty cords with three prong grounded plugs.** They are 16 gauge wire or larger (the smaller the number the larger the gauge --- 14 is larger than 16, 12, larger than 14, etc.) and can handle those crock pots and holiday lights and **they are department approved.**
- Make sure all extension cords have the **UL label** attached. There are many counterfeit extension cords sold today that don't meet the fire code requirements for safety.
- **Don't overload electrical wall outlets or extension cords** connected to them; outlets and extension cords are usually rated to carry no more than 15 amps or 1500 watts of electricity. One space heater alone can use up to 1500 watts of power.
- Two or more heating devices could quickly overheat the wires and/or pop a circuit breaker. Just because the extension cord has three to six outlets doesn't mean you can fill them all up.
- **Don't connect one extension cord into another.** This is the easiest way to overload the cords and outlet. Unplug all extension cords when they aren't being used. Remember extension cords are for temporary use only and are not intended for permanent use.
- Never leave extension cords with heating appliances (coffee pots, hot plates, heaters and crock pots) plugged in when the appliances will be left unattended for long periods.
- Unplug those holiday lights and decorations when leaving work for the day.



NEVER OVERLOAD EXTENSION CORDS
Observe specific markings on your electrical decorations to determine the maximum electrical loads. Do not connect more than three light string sets together.

KEEP CORDS OUT OF WALKWAYS TO PREVENT TRIPS AND FALLS

Please Be Safe During the Holiday Season and Have a Workplace to Return To!

Memo Using Space Heaters Safely at NDOR

The weather is turning colder, and with that change the performance of the air handling systems along with office arrangements will contribute to temperature variations within the facilities. It is acknowledged that comfort levels for each individual may vary in the same environment.

We want to remind employees that in order to provide a safe workplace environment within our facilities we need the cooperation of all employees to keep our workplace safe for each other.

Employees may be using space heaters in their area to attain a comfortable environment from the temperature variations. In our effort to maintain a safe and comfortable workspace we ask all employees to keep these safe space heater practices in mind before using them.

To be complying with the department's space heater policy, the heaters must:

- 1. Contain a nonglowing heat element. The heating element cannot be seen as a red glow.**
- 2. Utilize a cool-to-the touch housing. The housing can be touched with no discomfort and is not hot.**
- 3. Contain a tip-over automatic shut off. The heater must shut off when it is not in the upright operating position.**
- 4. Not exceed 1500 watts. (the highest heater temperature setting).**
- 5. Be Underwriters Laboratory (UL) approved.**

When the heater is in use:

1. Extension cords will not be used to connect the heater to a power source. The heaters own cord will be plugged directly into the wall outlet.
2. Cords cannot be hot to the touch while the unit is operating.
3. Must be at least 3 feet from fabrics or other combustible materials.
4. Can be connected with a timer device that is set for normal business hours (shuts the heater off automatically).
5. **Be turned off or unplugged** when not attended by the person
6. Be used in the close proximity of the person responsible for the device.

If further information is needed for space heater selection, use, or if approval is needed, please contact the Operations Division by phone at **479-4882**, by email to inform Mike Samuelson or click on your desk top Facilities Maintenance request icon to report your problem.

If you feel that any space heater in your section does not meet the requirements listed above, disconnect the heater and contact Operations/District Management for approval before the heater is to be used in your division or district office.

Any personal space heater not provided by the department must be approved by Operations or District Management before it can be used in the department.

The policy for space heater use and requirements can be found on the Human Resource web site. <http://www.transportation.nebraska.gov/intranet/hrintra/docs/space-heater-pol.pdf>

	
<p>Grainger catalog No 3VU33 heater with grounding plug. Audible overheat alarm and tip-over switch for safety. UL listed.</p>	<p>Available from Office Depot PATTON Heater with tip-over shut off #880660 with safety over heat circuit that can be reset manually.</p>

Examples of approved heaters for the use in the Department of Roads.