



H S E

HEALTH SAFETY ENVIRONMENTAL



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Space Heater Safety

With the temperatures dropping outside, many offices are planning on using – or are already using – space heaters as a means of keeping the workplace warm and comfortable. While properly using a space heater can certainly create a sense of warmth and comfort, it is important to make sure that both the proper procedures and proper conditions are used for space heaters, as to not cause any incidents (e.g., fires, electric shocks, production of carbon monoxide (CO) gas, etc.).

To make sure that space heaters are being used properly, there are a few key points and rules of thumb to follow. First and foremost, space heaters should not be used unless authorized and allowed by any supervisors or any approval from management has been confirmed. Once permission has been granted to do so, make sure that the area in which the space heater is being used is also in proper condition. To be more specific, make sure that the space heater is not being used within a place which has a lot of workplace traffic going on through it. Along with this, making sure that the area has both proper space and is clear of any flammable material is essential to making sure that the space heater functions properly.

While knowing what to do when the space heater is being used is important, it is also just as important to know what to do with it whenever no one is using it. The most important thing to keep in mind is making sure that the space heater is completely off in an unoccupied area. If there is no one in the room using the heater, then make sure that the heater is unplugged from the wall. Also, regardless of if someone is using the space heater or not, always make sure that it is in a place visible to everyone.

With those general guidelines to follow, there are also some more precautions one will need to take in order to safely use a space heater:

- Keep items off of the top of the heater.
- Keep items from touching the space heater.
- Always plug a heater directly into an outlet – never use extensions.
- Monitor the integrity of the wires and plugs.
- Make sure the heat flow is unobstructed.



Report all incidents immediately to the GIS Hotline 1-855-543-5163.

SAFETY ALERT