

**Subject:** Household Appliances

**Date:** September 15, 2016

**Pages:** 1 of 2

**Replaces Policy Dated:** N/A

**PURPOSE:** To establish a policy and procedures to control the use of appliances designed for personal or household use in the workplace in order to reduce the risk of fire, electrocution, and other perils.

**APPLICATION:** Use of household appliances, other than personal computers and office equipment, in buildings and structures utilized by Pinal County

**SCOPE:** This policy applies to all Pinal County employees, elected and appointed officials, and the members of appointed boards, committees, commissions, and Pinal County Superior Court and Clerk of the Court employees.

**POLICY:** Non-County provided electrical appliances, associated connections, power extension cords, and power strips must be approved UL listed or meet current commercial guidelines and shall be free of external defects. All appliance installation must comply with applicable regulations and must be suitable for location of installation and intended use.

With prior approval of Risk Management, departments may provide refrigerators, microwave ovens, fans, and coffee pots for use in designated common areas including kitchens and break rooms; or, other areas specifically designated by Facilities or Risk Management for such appliances. Coffee pots must not have an exposed heating surface and must have an automatic shut-off. Fans not exceeding 15 watts at 120 VAC with blades not exceeding 8 inches in length may also be provided for use in offices and cubicles.

Examples of prohibited appliances include:

- Fish tanks
- Candles and candle warmers
- Water fountains
- Personal heating devices

Appliances that cause workplace disruptions; such as, interference with fire alarms, sprinkler systems, lighting or electrical power, or noise pollution are also prohibited.

Facilities may make exceptions on a case-by-case basis to this prohibition, and to make reasonable accommodation for persons with conditions that constitute disabilities under the Americans with Disabilities Act or other government regulations.

Open flames, shall not be permitted in Pinal County facilities at any time.

**PROCEDURE:**

Risk Management in conjunction with Facilities shall tag and disconnect appliances that violate this policy and remove such appliances five or more days after being tagged.

**AUTHORITY AND RESPONSIBILITY**

**Department directors and Elected officials:**

Ensure compliance with this policy and procedure within their respective departments.

Notify Risk Management of possible workplace hazards associated with the use of appliances in their respective departments

Ensure removal prohibited personal appliances.

**Facilities Department:**

Assist departments to select and install appliances. Perform premises inspections of all County facilities at least annually. Identify, tag, and disconnect appliances deemed unsafe or that otherwise violate this policy; and, remove such appliances in accordance with this procedure.