

Small Appliance Policy

Policy Objective:

The purpose of this policy is to reduce the risk of injury and fire by restricting the use of small appliances in the workplace.

Application:

This policy applies to all persons working in Office of the Ombudsman DND/CF workplace. If, in a given building, a more restrictive building policy is in place, that policy shall apply.

Policy:

It is the responsibility of the Office of the Ombudsman DND/CF OSH committee to ensure a safe workplace for all occupants. For this reason the use of small appliances is restricted as noted below.

It is forbidden to leave small electric appliances unattended when in use.

Restricted Use:

The following small appliances are to be used in kitchens or kitchenettes only. However, they should be limited to an appropriate number as approved by the Office of the Ombudsman DND/CF employee responsible for Accommodation/Facilities Management in a workplace and unplugged after every use with the exception of the microwave.

- ☐ Kettles (with automatic shut-off), coffeemakers (all types), percolators
- ☐ Toasters
- ☐ Microwaves provided by the Office of the Ombudsman DND/CF

The following small appliances are acceptable, when approved for occupational health and safety reasons by the Office of the Ombudsman DND/CF employee responsible for Accommodation/Facilities Management, and after building management has confirmed that they do not pose a risk or interfere with the heat, ventilation and air conditioning (HVAC) system.

- ☐ Humidifiers
- ☐ Dehumidifiers
- ☐ Air purifiers
- ☐ Fans
- ☐ Table lamps

The following small appliances are acceptable under specific conditions, when approved and installed by building management or the Office of the Ombudsman DND/CF employee responsible for Accommodation/Facilities

¹ CLC, Part II, 126. (1) – Duties of employees: While at work every employee shall... (b) Follow prescribed procedures with respect to the health and safety of employees; (c) take all reasonable and necessary precautions to ensure the health and safety of the employee, the other employees and any person likely to be affected by the employee's acts or omissions; (d) comply with all instructions from the employer concerning the health and safety of employees; (e) cooperate with any person carrying out a duty imposed under this Part; ..(g) report to the employer any thing or circumstance in a work place that is likely to be hazardous to the health or safety of the employee, or that of the other employees or other persons granted access to the work place by the employer;... (j) report to the employer any situation that the employee believes to be a contravention of the Part by the employer, another employee or any other person. R.S., 1985, c. L-2, s. 126; R.S., 1985, c. 9 (1st supp.), s. 4; 1993, c. 42, s. 6(F); 2000, c. 20, s. 8.

management in the workplace. The workplace OSH Committee should be informed of any such installation.

- ☐ Space heaters
- ☐ Mini-refrigerators

Boardrooms: Coffee urns are in boardrooms when provided by caterers. Meeting organizers are responsible for their safe installation and supervised operation and for ensuring their prompt removal at the conclusion of the meeting.

Special Occasions: The Department recognizes that, on certain important special occasions where we offer hospitality in the workplace, it may be necessary to temporarily install small appliances such as electric warming trays, coffee urns or other kitchen appliances. Approval to use these appliances in the workplace must be obtained from the Office of the Ombudsman DND/CF employee responsible for Accommodation/Facilities Management in advance to ensure that the appliances will not pose a fire or personal safety hazard. The event organizer is responsible for their safe installation and supervised operation and for ensuring their prompt removal at the conclusion of the event.

Banned Appliances:

It is forbidden to use the following small appliances in Office of the Ombudsman DND/CF workplace, without specific advance approval (see **Special Occasions**):

- ☐ Toaster ovens
- ☐ Convection ovens
- ☐ Food warmers / electric hot plates
- ☐ Cookware such as slow cookers and electric fry pans
- ☐ Juicers, blenders and food processors
- ☐ Irons
- ☐ Curling irons
- ☐ Hairdryers (except when used in washrooms or locker facilities)
- ☐ Burners (using Sterno or other similar fuels)
- ☐ And other appliances not specifically sanctioned by this policy or approved by workplace committees or representatives.

Effective date: May 1, 2007

Sanctions/Consequences:

The National Fire code and the Canada Labour code require a small appliance policy be in place to prevent injuries, fires and power outages.

This policy is important to both the office and the building as a whole. This policy ensures that small appliances will not place additional stress on our building electrical supply therefore eliminating potential power outages either local to our floors or the entire building.

It also acts as a fire prevention method reducing the substantial risk in starting appliance fires within our office space and therefore ensuring the health and safety of all employees and contractors.

In case of a breach of the policy, we will ask the individual(s) responsible for the appliance to comply with the policy. This request will be communicated to the individual and their manager by e-mail. The Office of the Ombudsman DND/CF OSH Committee or the person responsible for Accommodation/Facilities Management may request that the appliance be removed from the workplace. If necessary, the removal of the appliance may be done by any of the aforementioned authorities.

Failure to comply with the request or reoccurrence of a breach may result in disciplinary sanctions as provided by the Canada Labour Code (CLC), Part II.

Information Sources:

Relevant Legislation

- *Canada Labour Code, Part II, s. 124 and 125. (1)(m) (iii) and ((n) and 126. (1))*
- *Canada Occupational Health and Safety Regulations, Part XIII, Tools and Machinery, s. 13.9 and 13.10*
- *Canada Occupational Health and Safety Regulations, Part XIX, Hazard Prevention Program*
- *National Fire Code*
- *National Electrical Code*
- *Provincial and Territorial Fire Codes*

Relevant Treasury Board of Canada Policies and Directives:

- Occupational Safety and Health Policy, Chapter 1-01
- Use and Occupancy of Buildings Directive – Chapter 2-17
- Electrical Directive – Chapter 2-3
- Tools and Machinery – Chapter 2-9
- Fire Inspections, Standards for – Chapter 3-05

Related Information:

- National Fire Protection Association
<http://www.nfpa.org/index.asp?cookie%5Ftest=1>
- Canadian Centre for Occupational Health and Safety
http://www.ccohs.ca/oshanswers/safety_haz/electrical.html
- VoxCom
http://www.voxcom.com/lifesafety/fire_safety.html