

Policy Title: Use of Small Appliances for Non-Research Purposes in the Department of Mechanical Engineering Controlled Building or Spaces.

Policy Purpose: To ensure the safety and comfort of people who occupy the spaces under the custody of the Department of Mechanical Engineering, and protect the spaces and infrastructure themselves.

Scope: This policy applies to staff, students, contractors, and employees of the Department of Mechanical Engineering, or individuals or groups who rent/lease spaces that are controlled by the Department of Mechanical Engineering.

Definitions:

Small Appliances: A category of appliances that are portable or semi-portable and primarily used on countertop or tabletops. They are generally electrical devices and can be used for the preparation or storage of food, as well as for maintaining thermal comfort by heating or cooling a room. Examples of small appliances include, but are not limited to: Microwaves, electric kettles, coffee makers, mini-fridges, space heaters, heating pads, toasters, toaster ovens, slow cookers, hot plates, waffle makers, grills, or any other similar type of appliance.

Procedures:

Small Appliances - Food Preparation and Storage

In order for a small appliance to be used in an office or food preparation area (e.g., kitchenettes, dining area), it must first meet the following requirements:

- Be certified by:
 - Canadian Standards Association (CSA),
 - Underwriters Laboratories of Canada (ULC),
 - Intertek (ETL), or
 - Other equivalent certification body accredited by the Standards Council of Canada ([List](#))
- Be in good working order:
 - Free of damage,
 - Free of food or debris build-up,
 - Use original undamaged electrical cord, and
 - Nameplate visible and legible
- Used properly and for the intended purpose:
 - Operation follows the manufacturer's instructions,
 - Operation does not disturb people not using the small appliance,

- Not operated unattended,
- Plugged directly into a wall or floor outlet, and
- Used on a surface where it cannot easily be knocked over or fall off from a surface above the floor

If the small appliances meet the preceding requirements, please refer to Table 1, which lists the designated areas and what specific small appliance is allowed to be used there. The small appliances allowed in graduate spaces have been chosen because of the lack of exposed heating elements, and the mitigated risk of producing odours or sounds that disturb other occupants in the space.

Table 1: Designated Area for Small Appliance Use

Designated Area	Small Appliances Allowed
<u>Graduate Student Offices:</u> DICE (4th and 5th floor) MECE (All Floors) NINT (5th and 6th Floor)	<ul style="list-style-type: none"> ● Kettles ● Mini Fridges
DICE Kitchenette Area (4th and 5th floor) MECE 1-03B MECE 4-31E MECE Graduate Student Lounge NINT 5-130 NINT 6-048 NINT 6-130	<ul style="list-style-type: none"> ● Kettles ● Mini Fridges ● Coffee Makers ● Microwaves ● Other similar small appliances
Research Labs	<ul style="list-style-type: none"> ● No small appliances are allowed unless required for research purposes.

Small Appliances - Thermal Comfort

Thermal comfort varies from person to person. In the case that the thermal comfort of an individual cannot be met by the building HVAC system, the following steps should be taken:

1. The individual should contact the Maintenance Desk at (780-492-4833) and the Manager, Department Administration — Bryan Rapati (rapati@ualberta.ca) to see if the HVAC system can be tuned to better suit the thermal comfort of the individual.
2. If thermal comfort cannot be achieved through adjustment of the HVAC system, then alternative methods to achieve thermal comfort can be investigated. In the case that an individual is too cold, a heating pad or space heater can be used as long as the following requirements are met:

- a. General requirements
 - i. Be certified by a certification body accredited by the Standards Council
 - ii. Operation follows the manufacturer's instructions,
 - iii. Not used with extension cords,
 - iv. Plugged directly into a wall or floor outlet,
 - v. Unplugged when not in use,
 - vi. Items are not placed on top of small appliance,
 - vii. Attended while in use,
 - viii. Free of damage,
 - ix. Uses original undamaged electrical cord,
 - x. Nameplate visible and legible, and
 - xi. The operation does not disturb people not using the small appliance
- b. Heating pad requirements
 - i. Not folded while in use
 - ii. Overheat protection
 - iii. Auto-off switch
- c. Space heaters requirements
 - i. Kept at least 3 feet away from flammable material while in use (e.g. paper and paper products, clothing)
 - ii. Overheat protection
 - iii. Tip-over shutoff protection

Exceptions:

Exceptions may be made to this policy to accommodate medical requirements, persons with disabilities, student group events, or other approved exceptions. Request for exceptions should be directed to the Manager, Department Administration — Bryan Rapati (rapati@ualberta.ca) and the Safety Coordinator — Calynn Stumpf (calynn@ualberta.ca).

Responsibility:

The individuals responsible for enforcement of this policy include principal investigators and members of the MECE Safety Committee.