



THE UNIVERSITY OF
WINNIPEG

POLICY: VP F/A #:Small Appliances
PROCEDURES: Included herein
APPENDIX:

SMALL APPLIANCES POLICY

AUTHORITY: University Administration

RESPONSIBILITY: Vice President, Finance and Administration

Effective Date: April 14, 2014

Purpose:

The purpose of the Small Appliances Policy is to ensure the safety of our students, employees, volunteers and visitors, as well as the campus infrastructure. This Policy recognizes that small appliances are required for labs or classrooms for instructional or teaching purposes, are often requested by students to be used in dormitories, and are generally sought to be used in various other settings throughout the entire campus.

Scope:

This Policy applies to all University of Winnipeg property, owned or leased, including all University of Winnipeg sponsored events, and requires that all members of the University community (students, employees, volunteers, contractors and visitors to the campus) comply with the Policy.

Responsibility:

The Vice President (Finance and Administration), on behalf of The Administration of the University, is responsible for the development, administration, and review of this Policy and its Procedures. The Director of Physical Plant shall be responsible for the day-to-day implementation of this Policy subject to consultation with the Risk Manager where requested uses are considered high risk.

Definitions:

For the purpose of this Policy,

Small appliances refer to a class of appliances that are portable or semi-portable machines which are generally used on tabletops, countertops, or other platforms to accomplish a household task. Appliances are electrical or mechanical tools which often have a home version and a commercial version. The commercial, or industrial, version is designed to be used nearly continuously in a restaurant or other similar setting.

Approved: February 25, 2014

Revised:

Cross Reference: Health and Safety Policy



Principles:

The University recognizes that it is common practice to use Small Appliances within individual(s) office space and classrooms. Any such permitted use of Small Appliances under this Policy requires that they be operated in a safe and responsible manner and that their use follows the Procedures as outlined in this Policy.

Operation of Small Appliances in an unsafe or irresponsible manner shall, at a minimum, result in revocation of permission and shall be considered to be a violation of this Policy.

Procedures:

Safety Standards

Small Appliances which meet the following safety standards shall be allowed on campus in the stated Designated Areas below:

- i)* CSA approved
- ii)* grounded plugs
- iii)* good working order
- iv)* cords must be original, and cannot be frayed, taped or altered in any way
- v)* current safety features, such as automatic shut-off mechanisms
- vi)* used in a suitable location/space and not overloading the circuits
- vii)* operated in accordance with manufacturer's instructions
- viii)* if heat generating, not to be left unattended
- ix)* not to be used with extension cords
- x)* CSA approved power bars are acceptable
- xi)* unplugged or shut down when not in use

Small Appliances failing to meet these standards are **not eligible for use on University property or at University sponsored events.**

All Small Appliances should be labelled with the department and/or owner's name.

The Director of Physical Plant will oversee the approvals for any requests for exceptions. If the request is of a high risk, the Risk Manager for the University must also be consulted.

Designated Areas

Small Appliances may be permitted in accordance with this Policy in the Designated

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Areas of the University as more particularly set forth and described in this Policy. Small Appliance use outside of the Designated Areas requires the permission of the Director of Physical Plant. Requests to have small appliances outside of the defined designated areas, must be forwarded to the Director of Physical Plant. Permission notices must be posted.

In the areas set out as follows ("Designated Areas") the Small Appliances listed in such areas are shown as Permitted or Not-permitted. Any use in an Area of a Small Appliance that is listed as **not permitted** is prohibited under this Policy, unless request for permission has been granted by the Director of Physical Plant.

DESIGNATED AREA	PERMITTED	NOT PERMITTED
Commercial cafeteria/ restaurant	Commercial/industrial small kitchen appliances such as kettles, toasters, hotplates, microwaves and coffee makers	Small Appliances that do not meet Safety Standards as designated in this Policy and/or Small Appliances that are not designated for commercial/industrial use.
Approved employee/ student kitchen facilities	Small kitchen appliances such as: kettles, toasters, microwaves and coffee makers	Hotplates and Small Appliances that do not meet Safety Standards as designated in this Policy
Labs/classrooms/ theatres i.e. Asper Centre for Theatre and Film	Small appliances used for teaching purposes such as: sewing machines and irons	Small Appliances that do not meet Safety Standards as designated in this Policy
Dorms	Small personal electrical equipment such as: hair dryers, shavers and cooling fans	Window air conditioners, kitchen appliances such as: hotplates, kettles, toasters, microwaves, and coffee makers, and any Small Appliances that do not meet Safety Standards as designated in this Policy

Personal space heaters are **not permitted** under this Policy. In exceptional circumstances, special permission may be granted by the Director of Physical Plant.

Any violations of this Policy or its Procedures will be reported to the Workplace Health & Safety Committee; be reported to the individual's manager; will automatically terminate any permission otherwise granted; and may result in additional steps being

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undertaken by the University as may be deemed necessary in the circumstances, which may include discipline.

Review:

This Policy and the Procedures shall be reviewed at least once every five years.

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