



THE UNIVERSITY OF WINNIPEG

POLICY TITLE: Small Appliances Policy

EFFECTIVE DATE: April 14, 2014

APPROVAL BODY: University Administration

POLICY PURPOSE

1. Purpose of the Policy

- 1.1. 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.

APPLICABILITY

2. Jurisdiction

- 2.1. This policy applies to all property, owned or leased, by the University. All individuals on University property are expected to comply with this policy regardless of whether they are members of the UW Community.

RESPONSIBILITY

3. Responsibility

- 3.1. The Vice-President, Finance and Administration is responsible for the development, administration and review of this Policy.
- 3.2. The Director of Physical Plant shall be responsible for the implementation of this Policy subject to consultation with the Risk Manager where requested uses are considered high risk.

KEY DEFINITIONS

For the purpose of this Policy,



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Small Appliances: 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.

University: Refers to the University of Winnipeg as defined in The University of Winnipeg Act

UW Community: Refers to students, employees, anyone holding a University appointment, post-doctoral fellows, visiting scholars, anyone contractually required to abide by University policies, anyone volunteering with a University program or activity, students and employees of the Collegiate, members of the Board of Regents and Senate, and anyone who resides on University property.

POLICY ELEMENTS

4. Principles

- 4.1. The University 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.
- 4.2. Any permitted use of Small Appliances under this policy requires that they be operated in a safe and responsible manner and that their use be in compliance with this Policy.

5. Safety Standards

- 5.1. Small Appliances may be allowed in designated areas on University property if they meet the following safety standards:
 - a) are Canadian Standards Association (CSA) or Underwriters Laboratories (ULC) labelled;
 - b) have grounded plugs;



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- c) are in good working order;
- d) have original cords that are not frayed, taped or altered in any way;
- e) have working safety features, such as automatic shut-off mechanisms;
- f) are used in a suitable location and space that is not overloading any circuits;
- g) are operated in accordance with manufacturer's instructions;
- h) are not left unattended if appliances are heat generating,
- i) are not used with extension cords;
- j) connected to only CSA or ULC certified power bars; and
- k) are unplugged or shut down when not in use.

5.2. Small Appliances failing to meet these standards are not eligible for use on University property.

5.3. Personal space heaters are not permitted under this Policy

6. Designated Areas

6.1. Small Appliances may be permitted in designated areas of the University as more particularly set forth and described in this Appendix A.

6.2. Approved Small Appliances should be labelled with the department or owner's name.

6.3. The Director of Physical Plant is responsible for maintaining, and revising as needed, a list of approved Small Appliances for designated areas (Appendix A). Any revisions to this list require notification to the Vice-President Finance and Administration and the Office of Institutional Analysis.



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7. Request for Exemption

- 7.1. Any request for an exemption to the foregoing requirements shall be sent to the Director of Physical Plant for approval. If the request is determined to be high-risk by the Director of Physical Plant, the Risk Manager for the University shall be consulted and thereafter the Director of Physical Plant shall determine whether to permit the exemption.

8. Breach of Policy

- 8.1. Any suspected breach of this policy must be reported to the Director of Physical Plant. The Director of Physical Plant may determine an appropriate level of remedy or sanction up to and including termination of an individual or group's permission to use Small Appliances on University property. If the breach is of an egregious nature as determined by the Director of Physical Plant, the Director may consult a relevant administrator and the Vice-President of Finance and Administration, and the disciplinary procedures of any relevant policy or collective agreement may be enacted.

ASSOCIATED PROCEDURES

- Purchasing Procedures

RELATED POLICIES

- Purchasing Policy
- Health and Safety Policy

RELEVANT DATES

Originally Issued: April 14, 2014

Revised: December 11, 2018

Scheduled Review: Fall 2023



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APPENDIX A: Approved Small Appliances for Designated Areas

The following chart outlines what Small Appliances are approved specifically for designated areas.

DESIGNATED AREA	PERMITTED	NOT PERMITTED
Commercial cafeteria or restaurant	Commercial and industrial small kitchen appliances such as kettles, toasters, hotplates, microwaves and coffee makers	Small Appliances that are not designated for commercial or industrial use, or that do not meet Safety Standards as designated in this policy
Approved employee and 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	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.