

ELECTRICAL APPLIANCES AND EXTENSION DEVICES PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional Category:	Operations
Parent Policy:	Facilities Operations Policy
Approval Date:	June 13, 2018
Effective Date:	July 1, 2018
Procedure Owner:	Vice President, Corporate Services and Finance
Procedure Administrator:	Director, Facilities

Overview:

NorQuest College (college) has an obligation to ensure that the workplace operates in a manner that is safe for all occupants and to efficiently manage energy consumption. One way for the college to achieve this is to ensure that all electrical appliances and extension devices conform to appropriate safety standards.

This procedure helps support the following outcomes:

- a reduction in safety hazards;
- the elimination of the use of uncertified and unsafe appliances and extension devices;
- the management of electrical loads and circuits;
- the reduction of the use of extension devices; and
- the better management of the building environment and energy consumption

Authority to establish this procedure is derived from the [NorQuest College Board of Governors Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Procedures:

General Requirements

All electrical appliances or extension devices being operated in college facilities are to:

- be certified by either the Canadian Standards Association (CSA) or the Underwriters Laboratories of Canada (ULC),
- be in good working condition,
- be operated in accordance with the manufacturer's instructions,
- not overload electrical circuits,
- not create any type of safety hazard, and
- be operated only in approved areas.

Personally Owned Extension Devices and Appliances

- The use of personally owned extension devices at college facilities is not permitted, unless otherwise specified within this procedure (e.g. charging device, power bar).
- The use of personally owned electrical appliances (e.g. fan, heater, lamp) at college facilities are restricted and are to be approved by Facilities prior to use of the appliance as per the Approval Request Process (see below for details).
- The college permits the use of a personally owned radio (subject to its use not causing a disturbance to others), and charging devices for cellphones, tablets, computers, and small electronic devices within an employee's individual work space subject to the general requirements.

- Food preparation appliances, such as coffee brewers, kettles, crock-pots, warming ovens, toasters, etc., may be appropriate for specified areas. If approved, they are to be used in the approved area only and are not permitted within an employee's individual workstation or office.
- Individuals are to ensure personally owned electrical appliances (except for radios and chargers for handheld devices) are unplugged at the end of each workday.
- The college may, by exception, approve the use of a personally owned electrical appliance when required for health or medical reasons.
- When an event such as a celebration, pot-luck, luncheon, etc. are planned and personally owned electrical appliances are to be brought into the college for the event, the organizer of the event is to contact Facilities, 48 hours in advance, to discuss electrical requirements to support the event. After the event the personally owned electrical appliance is to be removed from college property.
- The college is not liable for any damage to personally owned electrical appliances that may be caused by its operation, use or misuse, voltage fluctuations, power surges, other electrical problems or for any other reason.
- Individuals may be held liable for damages to college property that are caused by their personally owned electrical appliance.

Contractor Owned Electrical Appliances & Extension Devices

- When the college engages providers to supply contracted services including entertainment, food services, catering, renovations, maintenance, or any other contacted services in which the contractor/consultant (whether zero dollar or paid contractor) provides electrical appliances, equipment, or extension devices, the organizer of the event or person managing the contract is to contact Facilities, a minimum of 48 hours in advance, to discuss electrical requirements to support the contracted service.
- Contractor owned electrical appliance and/or extension devices are subject to the general requirements.
- Exemptions to this requirement are: contractor/consultant supplied laptop computers, portable projectors, and other electrical devices used for presentations.

Approval Request Process

Requests are to be sent via email, a minimum of 48 hours in advance, to facilities@norquest.ca, and include the following information:

- Reason for the electrical appliance
- Description of the electrical appliance
- Location where the appliance will be used
- Date and time when the appliance will be used

Facilities will, within 24 hours of receiving a request, contact the requestor and confirm that the request has been approved or denied. Facilities may request to examine the electrical appliance prior to its use.

Definitions:
Related NorQuest College Information:
Related External Information:
Next Review Date:
Revision History:

Safety, Service and Repair

- The college will periodically conduct safety inspections.
- Appliances and extension devices that are not authorized, improperly used, in an unsafe condition, or may present a potential safety hazard, shall be taken out of service. Facilities will work with the owner/user to correct the situation.
- The college is responsible for servicing and repairing college assets. Employees are to contact facilities@norquest.ca to report issues with college owned electrical appliances or extension devices. Employees are not permitted to service or repair appliances or extension devices.
- The service and repair of an employee’s personal electrical appliance, even if approved for use at the college, is the employee’s personal responsibility. Appliances in need of service or repair are to be taken out of service and not used until they are confirmed to be in proper working order by Facilities.

Electrical Appliance: any portable device that converts electricity into another form of energy, which is manufactured with an attached power supply cord that plugs into a wall receptacle of less than 250 volts.

Extension Device: any extension or other such device designed to temporarily extend the power supply between a wall receptacle and an appliance or that multiplies the plug-in capacity of a receptacle. Examples: extension cords, power cords, power bars.

- [Facilities Operations Policy](#)
- [Health and Safety Policy](#)
- [Safety Codes Act](#)

May 2022

June 2014: new (Replaces Standard Practice 5.6: Electrical Appliance & Extension Devices)
 June 2018: reviewed as per the Policy and Procedure Framework Procedure
 August 2019: Compliance Office template & reorganization update