

Policy and Procedure

Policy Number: 603

Date: 2/23/2015

Revision Date:

Division/Department: Facilities

Author(s): Steven Lange

Subject: Electrical appliances on campus

Authorities: OSHA , State Fire Marshall

Purpose: To manage or maintain at an acceptable level, the liability and loss risk to individuals and property at Pine Technical & Community College.

Policy: Any person desiring to bring an appliance on campus must obtain prior approval by their Supervisor and the Physical Plant Supervisor. Only appliances designed/certified for commercial use will be allowed on campus. Ground plugs are required on all cords unless the appliance has a motor which is double insulated, then a two prong cord is acceptable. The list of appliances that are acceptable, limited use, and not allowed, are located on the Electrical Appliance request form. Special accommodations can be made with documented approval by a physician; these accommodations must be in writing.

Procedure: Fill out the Electrical Appliance Request form, attach supporting documents if necessary, and submit the form to the employees Supervisor. The Supervisor will provide an explanation if the request is not approved. If the request is approved, it will be forwarded to the Physical Plant Supervisor for their approval. The Physical Plant Supervisor will email the requestor of the appliance either acceptance or rejection of their request. Any special accommodation requests will be reviewed in consultation with the Human Resources office, and the Human Resources office will maintain those documents

Responsibilities: Non approved appliances shall not be brought on campus. Supervisors, Managers and Maintenance personnel performing their regular duties shall be aware of appliances within their work areas to help manage and support this policy. Any person aware of non-approved appliances shall notify the Physical Plant Supervisor by email, who will then take appropriate action. Disposal of any unused or non-working appliances shall be the responsibility of the appliance owner.

Dissemination:

Reviewed by Campus Roundtable: 2/23/2015

Reviewed by Faculty Shared Governance:

Reviewed by Managers Meeting: 2/22/14

Approved: 2/23/2015

Robert L. Musgrove, President

Date