

Policy Title: Use of Personal Electrical Appliances

Category:	<input type="checkbox"/> Institutional - Board <input type="checkbox"/> Academic - Administrative <input type="checkbox"/> Institutional - Administrative <input checked="" type="checkbox"/> Employment - Administrative		
Approved by:	<input type="checkbox"/> Board <input checked="" type="checkbox"/> President		
Date approved:	May 23, 2024	Effective date:	May 23, 2024
Policy Sponsor:	VP Administration & Finance	Date last reviewed:	n/a – new policy
Date of Mandatory Review (expiry date):	May 2029	Date of last revision of Procedures:	n/a – new procedure

1. POLICY

1. Personal electrical appliances or extension devices are not to be used unless prior approval is provided by the employee's immediate Manager in consultation with Physical Facilities.
2. Personal portable heaters are **not** permitted at any time within an employee's workspace; if necessary, CMCC-owned heating devices may be requested.
3. All approved personal electrical appliances or extension devices being operated in the institution must:
 - a. be certified by a certification body accredited by the Standards Council of Canada ([List](#)),
 - b. be in good working order and state of repair (e.g., free of damage, free of food or debris build-up, no damaged electrical cords, no alterations from original state),
 - c. be operated in a safe and responsible manner and in accordance with the manufacturer's instructions, and
 - d. not disturb others not using the appliance.
4. All personal electrical appliances are only to be used in designated areas as described in Appendix A. Personally owned appliances are not permitted within an employee's individual workspace. Exceptions will be made for an appliance required for health or medical reasons.

5. Any approved personally owned electrical appliance must be unplugged at the end of each workday.
6. CMCC is not liable for any damage to personally owned appliances that may be caused by their operation, use or misuse, voltage fluctuations, power surges, other electrical problems, or for any other reason.
7. CMCC may, at any time, withdraw approval of use of a personal appliance due to observed careless use or negative outcomes from use of such appliances such as foul odours, setting of fire alarms, and vermin infestation.

2. PURPOSE

To ensure that CMCC operates in a manner that is safe for its occupants, protects its spaces and infrastructure, as well as efficiently manages its energy consumption.

3. SCOPE

All employees, students, contractors, and visitors to the institution.

4. INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

- Standards Council of Canada ([List](#))
<https://www.scc.ca/en/accreditation/inspection-bodies/Managery-of-accredited-clients>

5. RELATED POLICIES (not a comprehensive list)

- Code of Conduct
- Health and Safety
- Accessibility – Customer Service for Persons with Disabilities
- Personal Property Protection

6. DEFINITIONS

A designated area is a pre-approved area within the CMCC property that permits the use of electrical appliances. These areas would typically include break rooms and printing rooms. There are a number of designated areas within the CMCC campus.

An electrical appliance is 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. Examples include microwaves, electric kettles, coffee makers, mini-fridges, heating pads, toasters, and toaster ovens.

An extension is a 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 include extension cords, power cords, pac-poles, power bars, and power cubes.

-----**END OF POLICY**-----

New Policy Approved (date):	May 23, 2024
Policy Revision History (dates):	May 23, 2024

7. PROCEDURES

1. Employees requiring the use of a personally owned electrical appliance in a designated area or, in the case of a health or medical reason, in their individual workspace, must obtain approval by their immediate Manager. The Manager must ensure that the requested appliance meets the requirements set in this policy prior to approval. The Manager will then notify Physical Facilities of the approved request by completing the *Use of Personal Electrical Appliance* form that includes the following information.
 - a. a description of the electrical appliance,
 - b. the reason for the need of the electrical appliance, and
 - c. the location of where the appliance will be used.

Physical Facilities may request to examine the electrical appliance and reserves the right to deny an approved request by a Manager should the request pose a health and safety risk and/or conflicts with the terms set in this policy.

2. Approved personal electrical appliances will be affixed with a label by Physical Facilities. These labels must not be removed under any circumstances.
3. CMCC-owned appliances or extension devices may be borrowed by an employee, if/when available (e.g., heaters, fans, and extension cords). These devices remain the property of CMCC and will have a CMCC label affixed.
4. Employees are not permitted to service or repair CMCC-owned electrical appliances, extension devices, or equipment and are to report any issues to their Manager. The Manager will then notify Physical Facilities.
5. Contractor-owned electrical appliances and extension devices: When the institution engages providers to supply contracted services including entertainment, food services, catering, renovations, maintenance, or any other contracted services in which the contractor/consultant provides electrical appliances, equipment, or extension devices, the organizer of the event or designated contact will be responsible for managing the contract and complying to all terms agreed upon between all parties.
6. The Joint Health and Safety Committee 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.

7. The service and repair of an employee's personal electrical appliance, even if approved for use at CMCC, 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.

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8. ATTACHMENTS

Approved Designated Areas

Form

Attachment: Approved Designated Areas

CMCC has several designated kitchenette spaces for its community to use. These spaces are in several areas of the campus and have a connected water source and support a 20-amp current for plugged in appliances.

CMCC DESIGNATED KITCHENETTE SPACES (Water Source + 20 Amp)
<ol style="list-style-type: none">1. Designated Kitchenette Space on the 100 level<ul style="list-style-type: none">• Faculty Lounge2. Designated Kitchenette Space on the 200 level<ul style="list-style-type: none">• Executive Kitchen Room 217e• Clinic Management Area Kitchenette Room 2143. Designated Kitchenette Space on the 300 level<ul style="list-style-type: none">• Technique Tutors Room 309a• Library Kitchenette Room 315r• FSTT Sim Lab Room 321a• Facilities Room 335a

CMCC also has several designated safer spaces for electrical appliance use. These spaces can support a 20-amp current for plugged in appliances.

CMCC DESIGNATED SAFER SPACES (20 Amp)
<ol style="list-style-type: none">1. Marketing & Communications/Continuing Education Office<ul style="list-style-type: none">• Room 240h2. Student Services Office<ul style="list-style-type: none">• Room 220k3. Human Resources Office<ul style="list-style-type: none">• Room 332c

Attachment: Use of Personal Appliance Form

For internal use only. Not for distribution outside CMCC

Employees requiring the use of a personally owned electrical appliance in a designated area within CMCC or, in the case of a health or medical reason, in their individual workspace, must obtain approval from their immediate Director.

Once the Director ensures that the requested appliance meets the requirements set in the *Use of Personal Electrical Appliances* policy, they may complete this form and submit to Physical Facilities (facilities@cmcc.ca)

Personal Electrical Appliance requested by: _____

Description – include details of the personal electrical appliance

Reason – the need for the personal electrical appliance

Location – include exact location

AGREEMENT

I have reviewed the *Use of Personal Electrical Appliances* policy and approve the use of the requested personal electrical appliance.

I understand that Physical Facilities may request to examine the electrical appliance and reserves the right to deny this request should it pose a health and safety risk and/or conflicts with the terms set in the *Use of Personal Electrical Appliances* policy.

Manager Name: _____

Signature: _____

Division / Department: _____

Submission Date: _____