



OPERATIONAL PROCEDURE

USE OF PERSONAL HEATERS IN ALL FSSA OFFICES – EXCLUDING STATE OPERATED FACILITIES

DATE: FEBRUARY 9, 2015

Purpose: FSSA strives to provide a safe work environment for its clients, employees and contracted workforce. Personal space heaters can present a safety risk to the work environment. Personal heaters are not to be utilized in space leased by FSSA, its subcontractors, or other business entities except as noted below. Landlords are required to maintain office temperatures at a generally acceptable level or as specified in the lease. Should the temperature in the leased space fall below those standards, contact should be made to the Landlord Liaison of the respective program area at (317) 727-4801; or if in the Government Center Complex, the employee should contact PhysPlantOps@fssa.in.gov.

The use of personal heaters is allowed ONLY for medically documented reasons. This procedure outlines steps to be taken and the requirements for the heater type be used introduced to the work environment.


ACTION	RESPONSIBILITY
1.) Provides physician statement indicating condition requiring the use of the heater.	Employee
2.) Submits documentation to FSSA Human Resources Department to the appropriate business partner. https://intranet.fssa.in.gov/human-resources/Pages/HR-Contact-Information.aspx	Employee
3.) Reviews medical statement and takes appropriate action.	FSSA Human Resources
4.) If the request is approved, advises the employee's manager and FSSA Agency Safety Officer at PhysPlantOps@fssa.in.gov .	FSSA Human Resources
5.) If request is disapproved, advises requesting employee.	FSSA Human Resources
6.) Notifies Landlord Liaison of approved requests.	Agency Safety Officer
7.) Works with Landlord to ensure that sufficient electrical services are in place at the point of use. If an electrical service change is required, obtains quote to install dedicated circuit and sends quote to the respective AA.	Landlord Liaison for respective program area

8.) Receives quote, obtains funding approval and creates a requisition for work.	Employee's AA
9.) Obtains Purchase Order and forwards to Landlord. Advises Office AA.	FSSA Procurement
10.) Employee provides to immediate manager a heater unit for inspection meeting the criteria as outlined below.	Employee
11.) Inspects heater and if approved allows use.	Employee's Manager, or if on campus, Agency Safety Officer

Criteria for Personal Heater

Personal heaters must be or have:

- All units must be in good working order – i.e. no frayed wiring, adequate safety guards and heating elements intact.
- Heaters that have an electric coil must have a metal housing.
- Heaters that have a ceramic element may have either a metal or plastic housing.
- UL listed **OR** ETL listed;
- On/off switch with indicator light;
- Tip-over safety automatic switch;
- Over-heat safety automatic switch;
- No more than 120 volts;
- No more than 1,500 watts;
- No more than 5,120 BTU;
- Thermostat control;
- Free standing on the floor;
- A 3-foot clearance around it;
- Not to be placed under desk, table, furniture or equipment;
- Turned off and unplugged when not in use or when user is gone for the day;
- Cannot be in walkways, so as not to be a trip hazard;
- Electrical powered only and portable.

Authorized by:  on: 2/10/15
 John J. Wernert, MD, MHA Date
 Secretary