

# POLICY

## PATERSON BOARD OF EDUCATION

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Safety Standards-Electrical Appliances

### 7437 Safety Standards-Electrical Appliances

The Board of Education recognizes that it is required by law to take measures for the safety of pupils and district employees. These safety measures shall provide procedures and precautions for the safety of pupils in school, employees in the performance of their duties, and visitors to the district.

#### Definition

1. Extension Cords means a length of electrical cord with a plug at one end and a socket at the other, used to connect an appliance when the electrical supply is some distance away and is for temporary use.
2. Personal Appliances are:
  - i. Space Heaters
  - ii. Cooling Fans
  - iii. Coffee Machines
  - iv. Coffee Pots
  - v. Toaster Ovens
  - vi. Microwaves
  - vii. Hot Plates
  - viii. Personal Refrigerators
  - ix. Personal Air Purifiers
  - x. Radios
  - xi. Plug-Ins (Deodorizers)
3. New Jersey Administrative Code (N.J.A.C.)
4. Designated Staff Members
  - i. Staff members who are given the authority by the Director of Facilities either written or verbal to use temporary wiring or extension cords.

The Paterson Public Schools shall implement the following policy in compliance with the International Fire Code, NJ edition, sections, 605.1 through 605.11.



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Staff must abide by the following safety procedures:

1. The use of power extension cords and multi-plug adapters and non-fused plug strips is **prohibited**.
2. *Per 605.4.1; power taps (power strips) shall be polarized, grounded and equipped with over-current protection (fuse or circuit breaker) and shall be listed in accordance with UL 1363.*
3. Only the Paterson Public School District designated staff members shall use temporary wiring (approved) or extension cords, for electrical power and lighting installation during periods of construction remodeling, repair or demolition of buildings, structures, equipment or similar activities.
4. The allowable time for the use of temporary wiring (approved) or extension cords is permissible for a period not to exceed 90 days.
5. The Paterson Public Schools prohibits the use of all portable personal appliances including space heaters and cooling fans. Furthermore, under the International Fire Code, section 605, 605.1 coffee machines, coffee pots, toaster ovens, microwaves, hot plates, and personal refrigerators shall not be used except in a designated area(s) complying with N.J.A.C. 30.13 and the 2002 NJ School Integrated Pest Management Act.

### PROCEDURE

Administrators of each building/facility in consultation with the Director of Facilities, the Integrated Pest Management Coordinator and the Environmental, Occupational Health and Safety Officer shall determine both the number and type of



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appliances that will be approved for use, and designate the areas where they shall be used. Such approval shall be in writing and signs will be posted in the designated areas.

## ENFORCEMENT

1. All employees shall immediately comply with this policy.
2. Any employee that observes a violation of this policy has an obligation to report the violation to the chief administrator of the building and the Director of Facilities.
3. The Director of Facilities shall have the authority to direct any employee to remove the violation immediately.

Adopted: 12 August 2009



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