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## Employee-Owned Electrical Appliances in the Workplace Policy

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<b>Policy Sponsor:</b>	Vice President, Finance & Administration
<b>Policy Contact:</b>	Director, Facilities & Services
<b>Policy Number:</b>	N/A
<b>Effective Date:</b>	July 21, 2014
<b>Approval Group:</b>	Executive Group
<b>Approval Date:</b>	July 21, 2014
<b>Review Date:</b>	Annually
<b>Procedure:</b>	<a href="#">Employee-Owned Electrical Appliances in the Workplace Procedure</a>

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### **Purpose**

To administer the safe and cost effective use of electrical systems, devices, and equipment whether Athabasca University-owned or Employee-Owned Electrical Appliances, in all Athabasca University owned or leased facilities.

To manage electrical systems and equipment energy loads in a safe and cost effective workplace.

To ensure that the use of any electrical systems, devices, and equipment contributes positively to employee well-being, personal health and comfort in a manner that is consistent with a suitable, productive and safe workplace.

### **Definitions**

**Electrical Appliances** any item that requires an electrical connection or a power source for operation, including permanent fixtures and temporary devices.



**Employee-Owned Electrical Appliances** electrical appliances, brought into AU owned or leased facilities by employees, which are not issued by Athabasca University, including, but not limited to:

- decorative fountains
- air fresheners
- lamps
- fans / air conditioners
- radios
- personal space heaters
- beverage dispensers
- toasters / toaster ovens
- coffee pots
- kettles
- refrigerators
- hot plates / crock pots
- etc.

## **Policy Statements**

Athabasca University will provide employees with a comfortable, safe, and secure workspace environment which is recognized as a prime contributor to a productive, innovative, engaging workplace and community.

All appliances will comply with occupational health and safety regulations, building codes and standards, and will promote strategies that would result in reducing environmental impact, effective management of operating costs and minimize the probability of incidents and accidents.

Employee-Owned Electrical Appliances must not pose potential disruptions to the workplace, such as interference with fire alarm and sprinkler systems, lighting or building power, contribute to noise pollution, and/or generate possible odors.

The provision and use of Athabasca University-owned and/ or Employee-Owned Electrical Appliances in Athabasca University owned or leased facilities is only permitted with the express written approval of the Director, Facilities & Services, or designate.

## **Applicable Legislation and Regulations**

[Occupational Health and Safety Act](#)

[ASHRAE Guidelines](#)

[Province of Alberta – Safety Code](#) (Building and Electrical Codes)

## **Related References, Policies, Procedures and Forms**

[Employee-Owned Electrical Appliances in the Workplace Procedure Service Request Form](#)



[Occupational Health and Safety Report Form \(Incident Report\)  
Purchasing Policy](#)

**History**

Executive Group July 21, 2014 (revised)  
Executive Group April 12, 2006 (Approved)