
Employee-Owned Electrical Appliances in the Workplace Procedure

Policy Sponsor:	Vice President, Finance & Administration
Name of Parent Policy:	Employee-Owned Electrical Appliances in the Workplace Policy
Policy Contact:	Director, Facilities & Services
Procedure Contact:	Operations Administrator
Effective Date of Procedures:	July 21, 2014
Review Date:	Annually

Purpose

To outline the authority and process to be adhered to with respect to the use of Employee-Owned Electrical Appliances at Athabasca University's owned and/or leased facilities.

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 Athabasca University owned or leased facilities by employees, which are not issued by Athabasca University, including, but not limited to: <ul style="list-style-type: none">• 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.

Procedure

Employees may choose from time to time to bring their Employee-Owned Electrical Appliances into their workspace to improve their workplace experience.

All electrical appliances must meet Canadian Standards Association (CSA) standards for safety, and be free from defect and damage, so as not to pose a safety hazard and operational impediments to Athabasca University facilities.

Electrical Appliances must not pose potential disruptions to other employees in the workplace, such as noise pollution, and/or possible odors.

The provision and use of 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. Employees may submit their request on a Service Request Form found on-line at:

[\[http://intra.athabascau.ca/depts/facilities/maintenance_forms.html\]](http://intra.athabascau.ca/depts/facilities/maintenance_forms.html)

Requests for the purchase or lease of appliances with Athabasca University funds must be made in accordance with the Purchasing Policy. (Note: *Employees are cautioned to obtain approval for use of such appliances prior to purchasing them*).

For safety and energy conservation reasons, prior to leaving the workplace for the day, it is the responsibility of the owner/user of any appliance to ensure it is turned off and/or unplugged.

Through this policy, Athabasca University employees are to contact the Director, Facilities & Services to obtain permission to install and utilize personal electrical appliances; to advise the Facilities & Services Department where these appliances are being utilized; and to advise the device owners of the requirements for the safe operation thereof.

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 Policy](#)

[Service Request Form](#)

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



[Purchasing Policy](#)

History

Executive Group July 21, 2014 (Approved)

Executive Group April 12, 2006 (Approved)