

**MSAD 75**  
**Safety Guidelines**  
**Use of Appliances & Lamps in the District**

**Background:** Recent Life Safety Inspections have indicated multiple examples of portable appliances and residential lamps in the classrooms. These electrical devices can introduce a personnel safety hazard and a property loss risk if not properly used, supervised and maintained. The Organizational Leadership Committee (OLC) had a workshop to evaluate the concerns. The District Safety Team was assigned to develop guidelines for consistency throughout the District based on a measured/risk based approach.

The District's Safety Policy (GBE) delineates the commitment to provide a safe educational and working environment for all students and staff. It further states that it's the goal of the District to create an atmosphere where the prevention of accidents and injuries is essential to ensuring a safe working environment.

With this goal in mind, the following guidelines were developed regarding appliances & portable lighting in the District:

**Guidelines - Appliances:**

**ELEMENTARY, MIDDLE & HIGH SCHOOLS**

**APPLIANCES:** For the safety of our students, all heat generating appliances (hot plates, toasters, toaster ovens, skillets, frying kettles, resistance (coiled element) hot tops, microwaves, etc.) must have constant adult supervision in designated non student rooms (Kitchens, Kitchenettes, Lounges, Break Rooms, etc.) and are not to be used in classrooms or others areas near students.

The exception can be coffeepots provided that they are unplugged after each use by the staff member. Coffee should be made when students are not present and then poured into a carafe or airpot to provide for availability. It is required that the coffee pot be stored out of sight to ensure that students do not handle it. We trust everyone will help us in this effort to improve safety.

Exceptions for Self-contained Special Education settings and Daycare must be approved by school administration only after the need has been adequately demonstrated and the power system checked by Facilities Dept. to ensure it is adequate for the anticipated load.

Remaining appliances shall be unplugged by the staff member in charge of the classroom when not in use. The area around the appliance shall be kept clean and neat and free of any combustibles. Whenever possible the devices shall be plugged into Ground Fault Interrupter (GFI) outlets.

## **NON – CLASSROOM BUILDINGS**

APPLIANCES – Same as above except hot plates are permitted provided they are unplugged after each use by the staff member who plugged the device in for use.

### **Guidelines – Lamps (All Locations):**

LAMPS – Only lamps with energy efficient (low temperature) bulbs may be used. Lamps shall have shades that do not contain any paper, wood or other combustible material. All lamps shall be table style (No floor or ceiling hung lamps) and cords shall be run so as not to cause any damage to the cord or create a tripping hazard.

### **Guidelines – Inspections (All Locations)**

INSPECTIONS – ALL electrical items (appliances, lamps, aquariums, terrariums and other plug in devices) shall be thoroughly inspected annually by the classroom staff member. Special attention should be given to signs of damage, evidence of excessive heat, frayed cords, cracked or broken parts, exposed wire, etc. If any of these conditions are evident the device shall be removed from the premises.

The Building Administrator shall ensure their staff members are aware of these guidelines and shall inspect their facility at least annually to ensure compliance. Any questions shall be referred to the Facilities Dept. or Local Fire Chief.

Notes:

(1) This guideline is NOT meant to restrict the use of portable electronic devices intended for educational purposes (Computers, Television/VCRs/DVDs, Projectors, AV carts, etc.)

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