OFFICE APPLIANCE AND OPEN FLAME SAFETY

POLICY

Sherman College of Chiropractic strives to keep the entire college campus safe through multiple measures. In efforts to maintain a safe, secure, and fire-conscious environment across campus, this policy outlines the standards for the use of appliances and open flame sources. It supports the College's commitment to health, safety, and operational integrity for all students, employees, contract partners and visitors.

Only appliances and equipment that meet recognized safety certifications and are appropriate for professional office use may be installed or operated within Sherman College facilities. All items must be used in accordance with manufacturer guidelines and must not pose a threat to health, safety, or property. Open flames are strictly regulated due to their inherent fire risk.

General Appliance Safety Guidelines

The following practices must be followed when using appliances:

- Inspection Before Use – Check for exposed wiring, damaged cords, or signs of malfunction
- Proper Electrical Use – Plug appliances directly into wall outlets. Avoid daisy-chaining power strips or using extension cords for high-wattage devices
- Dry Operation – Never operate electrical appliances with wet hands or near water sources
- End-of-Day Protocol – Turn off or unplug appliances when not in use or at the end of the workday
- Ventilation and Placement – Ensure appliances have adequate airflow and do not obstruct walkways or emergency exits
- No Unauthorized Repairs – Repairs must be conducted by qualified personnel or approved vendors

Open Flame Restrictions

Due to the sensitivity of fire and smoke detection devices throughout campus buildings and to minimize potential fire hazards, the following rules apply to open flames:

- Prohibited Items – Candles, incense, oil lamps, butane burners and any other open flame devices or devices using high heat are prohibited
- Exceptions – Open flames may be used only in designated, controlled areas and for approved purposes (e.g., food service)
- Alternative Options – Battery-operated or flameless devices are recommended for ambiance or ceremonial use
- Storage of Flammable Materials – Must be in approved containers and stored in designated areas only

OFFICE APPLIANCE AND OPEN FLAME SAFETY

Prohibited Items
The following are generally prohibited due to fire, electrical or safety risks:

- Household-grade appliances not rated for commercial or office use (e.g., space heaters, toaster ovens, hot plates)
- Microwaves – *Should only be used* in designated kitchen or break areas
- Toasters and Toaster Ovens – *Should only be used* in designated kitchen or break areas
- Devices with damaged cords, exposed wiring or signs of malfunction
- Overloaded power strips or daisy-chained extension cords
- Flammable materials stored outside approved containers
- Any equipment that obstructs emergency exits or impedes evacuation route
- Any open flame device

Note: This list is not exhaustive. Any item that presents a potential hazard may be subject to review and removal.

Personal Appliances
Individuals wishing to bring appliances (e.g., coffee makers, fans, mini refrigerators) must:

- Submit a request to the Facilities Department for review and approval prior to bringing in any personal or non-standard equipment
- Ensure the appliance is UL-listed or CE-certified and designated for office use
- Comply with all safety and placement guidelines outlined in this policy

Sherman College's Facilities and Security teams retain full authority to evaluate, approve, restrict or remove any appliance or flame-producing item deemed unsafe, inappropriate or non-compliant. Their decisions are final and made in the interest of maintaining a safe and professional campus environment.

Failure to comply with this policy may result in:

- Immediate removal of the item
- Notification to the employee's supervisor
- Further corrective action in accordance with Sherman College procedures