

RULES FOR REFRIGERATORS, MICROWAVES AND OTHER ELECTRIC APPLIANCES

Electrical appliances such as coffee makers, microwave ovens and refrigerators help provide a pleasant work environment but these devices can create severe safety hazards. Certain appliances or the improper use of appliances can violate OSHA and/or DCOM rules and requirements or rules of local fire authorities. Racine County staff has worked with the County's safety consultants to develop the following rules and procedures. It is the policy of Racine County to regulate the types and locations of these appliances and to provide these appliances at County cost, when possible, to insure a safe, as well as a pleasant work environment. These rules shall govern the use and possession of refrigerators, microwave ovens, coffee makers and other electrical appliances in all County leased buildings and all County owned buildings except for those areas that have been leased out to other outside entities such as the golf course clubhouses, Belle Harbor Marina, etc.

1. Electrical appliances shall be defined as refrigerators, microwave ovens, coffee makers and other similar electrical appliances.
2. Electrical appliances must be plugged into the wall directly and the use of extension cords shall not be allowed. This does not preclude the use of approved electrical power strips for computer equipment.
3. There shall be no exposed heating elements such as found in pop-up toasters, toaster ovens, hot plates (except for warmers incorporated into coffee makers) There shall be no candles, cup warmers, potpourri warmers, etc.
4. All new electrical appliances which are brought onto County premises shall be County owned and shall comply with criteria and rules pertaining to size, power and other specifications which are to be developed by the Buildings and Facilities Superintendent and/or designee. Existing electrical appliances must comply with the requirements of the rules and regulations set forth herein.
5. Microwave oven clearance around the unit shall be a minimum of four inches (4") on all sides.
6. Outlets serving electrical appliances that are proximate to wet sinks shall be GFI/GFCI protected.
7. All electrical appliances shall be connected with a cord that is grounded (three-wire branch circuit end) or is "double insulated" as defined by UL code 2097. The

grounding prong shall never be cut off or bent. Electrical appliances missing grounding prong shall be removed from service immediately. Three-prong to two-prong adapters should not be used to connect a three-wire, grounded electrical device to a non-grounded two-prong circuit.

8. All electrical appliances shall carry a Nationally Recognized Testing Laboratory (NRTL) seal of approval (i.e. UL, MET, CSA, ETL), which indicates that the appliance has met Underwriter's Laboratory standards for safety.
9. Any electrical appliances that are defective in that they are deemed unsafe or not in compliance with these rules by the County shall be taken out of service. This shall be done by first unplugging the appliance and tagging it: OUT OF SERVICE; DO NOT USE. Defective electrical appliances should not be used under any circumstances. If an appliance is defective and owned by a private person, that private person can arrange to have the electrical appliance removed from the building. If the owner of the electrical appliance does not remove the electrical appliance, the County shall arrange to have the electrical appliance removed and discarded.
10. Any electrical appliance that is in compliance with the above stated criteria but is privately owned shall either:
 - a) Be donated, transferred and conveyed to Racine County, or
 - b) Removed by the owner from the County building.
11. Staff designated by the County Executive shall determine locations where electrical appliances are appropriate. Departments shall be notified of these locations. After a reasonable time, electrical appliances that are not placed in County designated areas shall be:
 - a) Tagged by the County indicating that the appliances will be removed if not removed by the owner;
 - b) Removed by the County and discarded.
12. All electrical appliances shall have adequate cords. Cords shall have no cracks, cuts, frays, pinched wiring, exposed wiring or non-intact insulation. Any such condition indicates that the cord is defective and shall require the electrical appliance to be removed from service. Cords shall never be run through door, wall or ceiling openings nor behind or under carpeting or rugs.
13. Christmas or holiday lights must contain UL approved three-prong cords and must be unplugged at the end of the day or when no one is present.
14. The County will supply County owned refrigerators, coffee makers and microwaves at County designated spots, when possible. The final decisions concerning the

purchase of said appliances, including decisions regarding quantity and type, shall be made by the County Executive or his/her designee. The use of these County supplied electrical appliances shall be available to all County employees. Users are expected to keep electrical appliances clean and to report any defects or problems to Buildings and Facilities. Departments needing replacement items will contact the Purchasing Department and funds will come from their department funds.

15. The use of space heaters is prohibited. Concerns about lack of heat should be addressed with one's department head who may consult with the Buildings and Facilities Superintendent.

16. All lighting fixtures with halogen bulbs are prohibited from County workplaces, except for those that have specific purpose of commercial, industrial or work applications and that receive prior approval by the Buildings and Facilities Superintendent and/or designee.

Approved:

4/10/13
Date


James Ladwig
County Executive

REV: 01/25/01
12/15/05
4/10/13