



# What's **ON** under your desk?

**Don't forget to turn your heater off**

Please ensure that your portable heater is used safely and efficiently at UOW.

Do not leave portable heaters ON overnight or unattended as this is a significant fire risk and an inefficient use of electricity.

**THANK YOU FOR HELPING TO CREATE A SAFE WORKPLACE**

**AND TO REDUCE ENERGY USE AT UOW**

A joint message from UOW Workplace Health and Safety  
and the Environment Units

[go.uow.edu.au/safeatwork](http://go.uow.edu.au/safeatwork)  
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# Tips for the safe and efficient use of portable heaters at UOW

- Do not leave portable heaters ON overnight or unattended as this is a significant fire risk and an inefficient use of electricity.
- Do not use radiant heaters. They are not permitted at UOW due to the fire safety risk they present.
- Heaters that are bought in from home must comply with the UOW Electrical Safety Guidelines to ensure it is safe to use in the workplace and is regularly checked.
- Heaters should be purchased and supplied via the Facilities Management Division and be inspected by the user on a regular basis to confirm they are in good working order.
- Heaters must not be used in work environments that contain flammable gases or other flammable materials or in areas where they are likely to come into contact with water.
- Paper, plastics, clothes, linen and other combustibles must be kept at least one (1) metre away from all heaters.
- Ensure the heater is placed so that there is space between portable heater and the wall.
- Ensure the electrical cords are not crossing the front of the heater and are not run where they create a trip hazard or under carpets or rugs.
- Please ensure that you dress appropriately according to the season and weather.
- Keep doors and windows closed to keep the hot air in.
- Close window blinds overnight to reduce heat loss in the office.
- Get up from your desk occasionally and move around.
- Be conscious of how long you have the heater operational during the day and remember to switch it off when you leave the office.

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