



Infrastructure and Facilities Services

# Information alert

## Personal heater use at the UON

As the cold weather starts to creep in, Infrastructure and Facilities Services (IFS) would like to remind staff to consider their heating use over the coming months in order to manage power usage, ensure the safe operations of heating appliances and the safety of staff and our building assets.

If personal heaters are required in staff offices the following points should be considered:

- Consider heaters that can be positioned at the feet of the user to heat personal space and not used to heat an open space.
- When purchasing personal heaters avoid bar/strip or fan heaters. These pose serious safety concerns and are inefficient in their use of electricity.
- Portable heaters should be oil filled column heaters for a single office not exceeding 1000w capacity so as not to adversely impact on other staff via excessive electrical demand tripping power circuits. In a larger area where several staff can share a heater, a larger capacity 2400w unit is allowed. Consideration needs to be made for the existing electrical circuit capacity - potentially dedicated heater circuits, or circuits with minimal other loads may be required. Radiant panel heaters are another option.
- Personal heaters should include a combination of anti-tilt safety switches, over temperature cut-out, temperature control thermostats or timer controls.
- Only plug personal heaters directly into a wall socket. Power boards can easily become overloaded and overheat causing a fire.
- If using personal heaters, staff must be vigilant and ensure they are not left turned ON whilst staff are away from their offices.
- Consider non heating options, such as additional layers, for keeping warm at work when you are sitting still at your desks.

Please note that the purchasing and subsequent regular testing and tagging of any personal heating appliance is the responsibility of each individual work unit. Staff are periodically required to advise IFS of the upcoming need for testing and tagging of new devices through the Maximo system.

If staff have any queries regarding the purchase or use of personal heaters please contact our Customer Service team in the IFS office on 16500 or email [16500@newcastle.edu.au](mailto:16500@newcastle.edu.au).