



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: Safe Use of Household Electrical Appliances and Extension Cords at Schools and Offices

NUMBER: BUL-6436.0

ISSUER: Thelma Meléndez, Ph.D., Chief Executive Officer
Office of Educational Services

Robert Laughton, Director
Office of Environmental Health and Safety

DATE: January 21, 2015

<p>ROUTING</p> <p>All Schools and Offices</p>
--

POLICY: California Code of Regulations and Board Rule 2351 mandate that the District maintain a safe and healthy workplace for employees. This Bulletin applies to use of household electrical appliances or equipment, such as coffee makers, microwave ovens, toaster ovens, refrigerators, freezers, extension cords and surge protectors in District classrooms and offices. Unauthorized use of certain appliances and electrical devices can result in fire danger and impact instruction or operations.

MAJOR CHANGES: This bulletin replaces BUL-C-26, Household Electrical Kitchen Appliance Use in Classrooms. Changes include the addition of safety information relative to extension cords and surge protectors. Requirements for the use of electrical equipment in offices have been added.

GUIDELINES: I. HOUSEHOLD ELECTRICAL APPLIANCES

- A. Household electrical appliances are not approved for use in classrooms unless the course curriculum requires such appliances for food preparation or science courses. Other instructional uses for these appliances in classrooms will be permitted only by written authorization of the Site Administrator.
- B. Refrigerators may be utilized in classrooms where a medical necessity has been identified as approved by Student Health and Human Services.
- C. Refrigerators must be used for their intended purpose. Nonfood items such as chemicals are not to be stored with food items; for example, a refrigerator used for chemical storage in a science storeroom cannot be used to store food.
- D. Household electrical kitchen appliances shall be limited to designated kitchens, food preparation areas or break rooms in office environments.
- E. Appliances in school and office environments must be Underwriter’s Laboratories (UL) approved and have a 3-prong or polarized plug.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- F. Household electrical appliances must be plugged directly into the wall without the use of an extension cord. An appliance may not be used if the cord is frayed or is in an otherwise deteriorated condition.

II. EXTENSION CORDS AND SURGE PROTECTORS

- A. Extension cords and cables shall never be used for permanent wiring. Cords must be unplugged after each use and put away daily. Extension cords must be UL approved. Typical temporary usage includes projectors, laptop computers, listening stations etc.
- B. Cords shall not be used around water sources.
- C. Cords shall not create a tripping hazard.
- D. Extension, surge protector and outlet multiplier cords shall not be used if frayed or in an otherwise deteriorated condition.
- E. Multiple electrical extension cords, surge protectors, or outlet multipliers shall not be used in series (i.e., plugged into each other).
- F. Extension cords or cables shall not to be hung on metal hangers or supports.
- G. Extension cords and cables shall not be run through holes in walls, ceilings, floors or similar openings.

AUTHORITY: California Code of Regulations, Title 8, Section 3203, Injury and Illness Prevention Program

RELATED RESOURCES: Cal/OSHA Guide to Electrical Safety

ASSISTANCE: For assistance or further information, contact the Office of Environmental Health and Safety at 213-241-3199 or at <http://achieve.lausd.net/OEHS>.