

ORANGE COUNTY SOCIAL SERVICES AGENCY

ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Subject: Employee-Owned Electrical Appliances

Number: D 15

Approved: Signature on file

Date: 07-12-07

POLICY

The California Code of Regulations (CCR) mandates that certain electrical appliances be ground-wired (a contact with the ground that becomes part of the electrical circuit and can usually be identified by a characteristic three-pronged plug). Grounding is to prevent the occurrence of excessive voltages from such sources as lightning, line surges, or accidental contact with higher voltage. A three-wire grounding system is mandatory to eliminate shock hazard. Appliances that are double insulated (a method of encasing electric components) or non-metallic (such as plastic coffee pots) are excluded.

The County's Risk Management Section requires the following items be ground-wired when located on County property in an office-type environment:

- Office machinery: typewriters, copiers, facsimile machines, computers, etc.
- Appliances: coffee makers, refrigerators, microwaves, etc.

Privately furnished heating units that augment office heating systems may present an extraordinary fire hazard and are therefore prohibited on County work sites. The Facilities Services Analyst shall approve any heating unit prior to its use and is subject to specific circumstances as listed on III. B.

Personal appliances, such as toaster ovens, refrigerators, and microwaves are prohibited, as they can overload circuits and cause brownouts or blackouts. Additionally, halogen lamps, sometimes called torch or touchier lamps, are not permitted in SSA facilities, due to the extreme fire hazard that may result from their use.
