

Title: Electrical Appliances in Schools Procedure

Adopted: May 9, 2011

Effective: May 9, 2011

Amended/Reviewed: May 19, 2026

This procedure must be interpreted, applied, and implemented in ways that uphold Indigenous and human rights and responsibilities, promote accessibility, and prevent and address (and do not reinforce) discrimination/discriminatory barriers.

1.0 RATIONALE

Electrical appliances, in particular heat producing electrical appliances, can pose safety concerns, primarily scald and burn injuries to students, as well as a potential fire hazard to the building. Clear standards and procedures are necessary to ensure the safe use, installation, maintenance, and compliance with applicable legislation. This procedure outlines the expectations for the acquisition and use of small appliances in schools and educational settings.

Legislation and Standards

All electrical products in Canada must meet Canadian national safety standards and be certified by one or more of the following accredited certification bodies:

- CSA Group (formerly Canadian Standards Association CSA)
- Underwriters Laboratories of Canada (ULC)
- cETL (Canadian Electrical Safety Certification by Intertek)

In addition, all electrical appliances must comply with the following legislation and standards:

- Ontario Occupational Health and Safety Act (OHSA)
- Ontario Industrial Establishments Regulation (O. Reg. 851)
- Ontario Building Code (OBC)
- Ontario Fire Code (OFC)
- Ontario Electrical Safety Code (OESC)
- Electrical Safety Authority (ESA)

Appliances without recognized certification marks must be removed from service immediately.

2.0 DEFINITIONS

2.1 Electrical Appliances

Devices powered by electricity including but not limited to toasters, toaster ovens, microwave ovens, kettles, coffee makers, hotplates, skillets, refrigerators, humidifiers, dehumidifiers, fans, portable space heaters, freezers, washers, dryers, dishwashers, window air conditioner units, and water coolers.

2.2 Heat Producing Electrical Appliances

Electrical appliances that generate heat as a product or byproduct of their operation, including but not limited to microwaves, toasters, toaster ovens, kettles, coffee makers, hotplates, skillets, and portable space heaters.

2.3 Major Electrical Appliances

Appliances that use considerable electrical capacity and include, but are not limited to, refrigerators, stoves, freezers, dishwashers, clothes washers and dryers, and air conditioners.

3.0 RESPONSIBILITY

3.1 School Administrator

The school administrator is responsible for ensuring compliance with this procedure at the school level and submitting work order for approval of electrical installation and/or repairs.

3.2 Manager of Maintenance

The Manager of Maintenance (or delegate) is responsible for the coordination of electrical installations, inspections, and ensuring compliance with applicable codes and approving new installations.

3.3 Employees of DDSB and partner agencies providing services in schools

All staff are responsible for the safe use, storage, and reporting of issues related to electrical appliances to the school administrator.

4.0 APPLICATION AND SCOPE

This procedure applies to the purchase, installation, inspection, utilization, maintenance, donation and disposal across all Board facilities.

This procedure does not apply to technological department equipment or software/hardware requests covered by Technology Approval Process (TAP).

5.0 PROCEDURES

5.1 Electrical Appliance Standards

- All electrical work and installations must be performed by a certified Maintenance staff and/or a licensed Electrical Service Contractor approved through Facilities Services.
- Heat producing electrical appliances shall be equipped with automatic shut-off features where available.
- Power bars must be CSA/ULC approved, surge protected, must be used singularly and may not be connected to additional extension cords or power bars.

Appliances without CSA/ULC recognized certification markings are not permitted and must be removed from service immediately.

5.2 Appliance Location and Use

- Electrical, heat producing, and major appliances are not permitted in classrooms or school environments unless specifically required by curriculum (e.g., family studies, life skills including Inclusive Student Services) programs and have received approval from school administrator and Manager of Maintenance and meets NFPA 96
“Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations”, Div. B – 2.6.1.12.
- Heat producing appliances must be placed at least 30 cm (12") from combustible materials and stored in safe, secure locations when not in use.
- Appliances must be kept at least 1.5 m (5 ft) from sinks unless plugged into a GFCI protected outlet.
- Students may only use appliances under direct adult supervision.
- Appliances must be unplugged and securely stored when not in use.

5.3 Circuit Load and Electrical Safety

- Multiple high wattage appliances may not be powered on the same electrical circuit.
- Breaker trips or electrical receptacle issues must be reported immediately to Facilities Services through eBase work orders.
- Heat producing appliances must be plugged directly into wall outlets.

5.4 Space Heaters

- Space heaters are prohibited except for temporary emergency use.
- When approved for emergency use in consultation with Facilities Services, space heaters must:
 - Be CSA/ULC certified.
 - Have tip-over protection and overheat shut-off.
 - Have a thermostat.
 - Have no exposed heating elements.
 - Not be used with extension cords or power bars.
 - Maintain a 1-meter clearance from combustible materials.

5.5 Donations, Purchasing, and Inventory

- Accepting donations of appliances may be permitted, if approved under DDSB Regulation Partnerships, Facility Partnerships, Sponsorships and Donations.
- All appliances must be purchased through the Purchasing and Distribution Department and require prior approval from the school administrator.
- Major appliances require the preapproval of Facilities Services and Health and Safety.
- Large Items requiring building modifications require prior consultation with Manager of Maintenance.
- Schools must maintain a current inventory of major and heat producing appliances.

5.6 Inspection, Maintenance, and Repair

- Appliances must be visually inspected by staff before each use.
- Damaged or unsafe appliances must be removed from service immediately.
- Schools are responsible for inspection, maintenance, and repair costs of purchased appliances.
- DDSB equipment Lock Out Tag Out procedure must be followed when items are removed from service and being repaired.

5.7 Communication

- Principals shall provide regular reminders summarizing key requirements of this procedure. This procedure and the DDSB Workplace Inspection Toolkit may be used as resource to support these discussions.

5.8 Safety Requirements

- Do not leave cooking appliances unattended when they are on.
- Do not place heat-producing electrical products too close to combustible material.
- Do not plug heat producing appliances into power bars or extension cords.
- Do not leave heat producing electrical appliances plugged in when not in use.
- Keep electrical products dry and away from water.

6.0 REFERENCE DOCUMENTS

All electrical appliances must comply with the following legislation and standards:

- Ontario Occupational Health and Safety Act (OHSA)
- Ontario Industrial Establishments Regulation (O. Reg. 851)
- Ontario Building Code (OBC)
- Ontario Fire Code (OFC)
- Ontario Electrical Safety Code (OESC)
- Canadian Standards Association (CSA) and/or Underwriters Laboratories of

- Canada (ULC) certification
- Electrical Safety Authority (ESA) requirements