

## **POLICY DRAFT**

Cancels:  
See Also:

Approved by: BOCC  
Res. # 063215

**POL-0412-HR**

### **PERSONAL HEAT DEVICES**

This policy applies to all Whitman County employees and authorized agents.

**1. Open Flame and Personal Heat Generating Devices are Prohibited.**

The use of open flames and personal heat generating devices are prohibited on Whitman County property.

Open flame and heat generating devices include, but are not limited to:

- Candles
- Heaters without an automatic shut-off switch
- Smoking tobacco products inside County buildings
- Mug warmers
- Potpourri pots
- Hot plates
- Any other device with an open flame or that is consumed by burning

Personal heaters without an open flame, and with an automatic shut-off switch, may be used at the discretion of the Department Head/Elected Official. However, they must be unplugged when not in use and at the end of the workday.

**2. Required Maintenance and/or Contracted Projects Must Take Appropriate Safeguards.**

The use of open flames and heat generating devices may be used in the process of required maintenance and/or contracted projects. However, appropriate safety procedures and fireguards must be used.

**3. Violators May Face Discipline Up to and Including Termination.**

This policy was created for the safety of County employees, customers and property. Therefore, violators of this policy may be disciplined up to and including termination.

Employees observing a violation shall immediately report it to their Department Head/Elected Official or Human Resources.