

**COUNTY OF ORANGE SOCIAL SERVICES AGENCY
ADMINISTRATIVE POLICIES AND PROCEDURES
MANUAL**

Program/Area: Policies

Number: D 15

Subject: Employee-Owned Electrical
Appliances

Revision Date: 2/26/2024

Approved: Signature on file

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, projectors, stamp machines etc.
- Appliances: coffee makers, refrigerators, microwaves, toasters, water dispensers 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 Management Analyst (FMA) shall approve any heating unit prior to its use. The unit is subject to specific circumstances as listed on III. B.

Prohibited Items:

Personal appliances, such as toaster ovens, refrigerators, microwaves, aroma diffusers, coffee makers, water pots, air purifiers, etc., are prohibited at workstations cubicles, and break islands, as they can overload circuits and cause brownouts or blackouts. Additionally, halogen lamps, sometimes called torch or torchiere lamps, are not permitted in SSA facilities, due to the extreme fire hazard that they present.