

# Personal Appliance Policy



**Date of Approval: 09/02/2026**

**Signed: Ruth Minhall**

**Position: CEO**

**Next review: 09/02/2027**

## 1. Purpose

To ensure the safety of all employees and visitors by regulating the use of personal electrical appliances on company premises.

## 2. Scope

This policy applies to all employees, contractors, and visitors who wish to bring or use personal electrical appliances at the workplace.

## 3. Policy Statement

- Personal electrical appliances must **not** be brought onto or used on company premises without prior approval.
- All personal appliances require **written approval from Management** before being used.
- Approved appliances must be submitted for **Portable Appliance Testing (PAT)** and must display a valid PAT label before use.
- Appliances that have not been approved and PAT tested must not be connected to the company's electrical supply.
- The company reserves the right to refuse permission for any appliance deemed unsuitable or unsafe.

## 4. Responsibilities

### Employees and Users:

- Request approval before bringing in any personal electrical appliance.
- Ensure the appliance is provided for PAT testing when requested.
- Immediately remove any appliance that fails testing or becomes damaged.

### Management:

- Review and approve or decline requests for personal appliances.
- Arrange PAT testing for approved items.
- Ensure compliance with this policy.

## 5. Non-Compliance

Failure to comply with this policy may result in removal of the appliance and may lead to disciplinary action.