

# Toaster Oven Procedures

These procedures have been put in place to ensure safe toaster oven use in designated cooking areas at Roger Williams University, and to help minimize the risk of fire, injury, or property damage associated with toaster oven use.

Violations of this safety policy may result in removal of the toaster oven.

## Approved Use Areas:

- Toaster ovens are not allowed in residence halls with the exception of the private kitchens at Almeida, Bayside, and North Campus Residence Hall Apartments.
- Toaster ovens are only allowed in designated areas such as office kitchenettes or other areas that have been specifically designated for cooking purposes.
  - The kitchenette or cooking area must include proper ventilation and a portable fire extinguisher.
- The toaster ovens must be positioned well away from flammable materials such as curtains, papers, and kitchen towels. Toaster ovens must be kept on sturdy and flat surfaces and never on the edge of counters or tables. Do not stack or store materials on top of or next to a toaster oven.

## Safe Use:

- The toaster oven must be UL-listed and in good working order.
  - University staff must conduct regular safety inspections of designated cooking areas to ensure compliance with safety regulations and that all equipment is in good working condition.
  - If a toaster oven is found to be defective or damaged, it must not be used and must be taken out of service and disposed.
- Users must follow the manufacturer's instructions when using the toaster oven. This includes using the correct temperature settings, monitoring cooking times, and ensuring the toaster oven is turned off after use.
- Toaster ovens must not be used to heat non-food items such as clothing, towels, or other materials.
- Users must not leave toaster ovens unattended while in use.
- Toaster ovens must be cleaned regularly, and any debris or food particles should be removed after each use.

## In Case of Emergency:

- In case of fire inside the toaster oven, users should immediately call RWU Public Safety at 401-254-3333. If safe to do so, turn off the toaster oven and unplug it from the outlet. Follow emergency evacuation procedures if the fire spreads.