Section 8 Health and Safety Subject 8.1 Preventive, Occupational and Environmental Medicine **Policy 8.1.14 Decorations Safety Policy**	04/01/90- Originated 11/14/06- Reviewed w/ changes - Reviewed w/out changes Environmental Health and Safety - Author

Decorations Safety Policy

Policy

Decorations used throughout properties owned or leased by UTMB must comply with requirements set forth by the National Fire Protection Association and the Underwriter's Laboratories.

Placement of all decorations shall not block or impede access to building Life Safety features, emergency equipment, facilities, or alarm devices including fire extinguishers, exit signs, exit corridors, pull stations, fire alarm panels and fire department connections. Only non-combustible and non-flammable materials are to be used.

Environmental Health and Safety –Occupational Safety and Fire Prevention (EHS-OS&SP) will monitor compliance and conduct periodic surveys of all areas. EHS may, at any time, remove or order the removal of any decorations found in violation of this policy.

Guidelines

The following guidelines apply to ensure decorations safety. Correctional facilities are subject to appropriate security requirements.

- Only non-combustible and non-flammable materials are to be used for decorations. Decorations having a live flame are not allowed (e.g., candles, hurricane lamps)
- Natural cut tree or branches are prohibited in all facilities
- Labels indicating non-flammability are to be kept in the department where the decorations are used
- Artificial trees and plants are permitted
- Potted live trees and plants are permitted
- Lights used for decorating shall be UL approved and of the non-heat producing variety (e.g., twinkle lights or LED lights)
- Lights shall not to be used on metallic artificial trees
- Bubble lights are prohibited

Questions regarding the use of or location of any decoration should be directed to EHS-OS&FP.

References

IHOP 8.1.20 Open Flames Policy
IHOP 8.3.1 Resource Conservation

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