Open Flame Policy

Document Number: EHS-0004 **Date Published(sys):** 7/12/2024

General Description

Policy Summary:

All faculty, staff, students, and persons visiting Trinity's campus are prohibited from using any open flame device unless authorized by the Department of Environmental Health and Safety (EHS). Open flames are defined as any open/exposed flame or combustion that produces heat, light or smoke, and has the potential to cause a fire. Open flames devices include: torches, candles, butane burners, and other items that can produce a flame.

Purpose:

The purpose of this policy is to provide the guidelines and procedures as they relate to open flame devices.

Exceptions:

The following activities do not require prior approval from EHS:

- Laboratory work purposes (i.e. experiments and research) performed in a classroom or laboratory, but under the direct supervision of the lab instructor or principal investigator/Professor.
- Dining Services use of heating tray devices (i.e. sterno).
- Other unique circumstances as designated by EHS.

Policy Content

Exclusions and Special Situations

The following activities do not require prior approval from EHS:

- Licensed or authorized work performed by Facilities Services personnel or contractors conducting Hot Work. EHS must be contacted at least 72 hours prior to conducting Hot Work operations. Hot Work includes, but is not limited to, cutting, welding, burning, or similar operations capable of initiating fire or explosion (NFPA 51B).

- Laboratory work purposes (i.e. experiments and research). Activities must be under the direct supervision of the lab instructor or Principal Investigator/Professor.
- Heating tray devices (e.g. sterno), commonly used by Dining Services

Fireworks

To ensure ample time for the approval process and coordination with the city fire marshal, it is recommended to provide at least three months' advance notice. The Director of Environmental Health and Safety (EHS) must first be notified to initiate coordination to use fireworks.

Fire Extinguisher Loans

If you are having an event on campus that will involve combustible or flammable material (i.e. grilling), please complete the Fire Extinguisher Loan Agreement to borrow a fire extinguisher. This form must be submitted at least 2 business days prior to your event and the loaned extinguisher must be returned to EHS within 3 business days after the event.

Barbecue Grills and Smokers

Permitted, but must be authorized by EHS. They must contain a lid and be at least 50 feet from any building. Once authorized, for use, departments must:

1. Submit a Fire Extinguisher Loan Form
2. Request a Hot Ash Container from Facilities Services at service-request@trinity.edu.

Flameless alternatives

The use of battery-operated or, such as LED candles is encouraged as a safe alternative for decorative purposes

Terms & Definitions

Terms and Definitions:

Term:	Definition:
Open Flames	Open flames are defined as any open/exposed flame or combustion that produces heat, light or smoke, and has the potential to cause a fire.

Related Documents

Related Content:

OSHA General Duty Clause
NFPA 1: Fire Code
2018 International Fire Code

Revision Management

Revision History Log:

Revision #:	Date:	Recorded By:
v3.0	7/12/2024 2:23 PM	Pamela Mota
v2.0	9/16/2021 10:40 AM	Gary Logan
v1.0	8/12/2019 11:11 AM	Jennifer Gilmore Adamo

Vice President Approval:

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