Open Flame Policy

General Description

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

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.

Requests

All persons who submit a request for permission to use an open flame device to EHS will evaluated through a Risk Assessment Process.

EHS will review all requests, in which there may be a potential use of an open flame device. Such requests shall be provided to EHS within 1 week of scheduled event to ensure timely review of location where event will be held.

Requirements

Approvals:

VP for Finance and Administration
## Terms and Definitions:

<table>
<thead>
<tr>
<th>Term:</th>
<th>Definition:</th>
</tr>
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<tbody>
<tr>
<td>Open Flames</td>
<td>Any open/exposed flame or combustion that produces heat, light or smoke, and has the potential to cause a fire.</td>
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</tbody>
</table>
Related Documents

Related Content:
OSHA General Duty Clause https://www.osha.gov/laws-regs/oshact/section5-duties
2018 International Fire Code https://codes.iccsafe.org/content/IFC2018/toc

Revision Management

Revision History Log:

<table>
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<tr>
<th>Revision #:</th>
<th>Date:</th>
<th>Nature of Change:</th>
<th>Recorded By:</th>
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<tbody>
<tr>
<td>v1.0</td>
<td>8/12/2019 11:11 AM</td>
<td>New document</td>
<td>Jennifer Gilmore Adamo</td>
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