

# Queen's University Environmental Health & Safety

Date Issued:  
26 June 2018

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## 1.0 Introduction

This Standard Operating Procedure outlines the requirements regarding Fire Safety Equipment and Procedures for the Department of Environmental Health & Safety when decorating.

The following are based on the requirements of the Ontario Building Code Act, 1992 and the Ontario Fire Code (O. Reg. 213/05) using these guidelines and meeting the requirements of the Department of Environmental Health & Safety.

## 2.0 Scope

This SOP applies to decorations in all Queen's University buildings.

## 3.0 Applicable Legislation:

The Ontario Building Code Act, 1992 (O.B.C.A.)

The Ontario Fire Code (O. Reg. 213/05)

## 4.0 Responsibilities

### 4.1 Directors, Department Heads and Managers

Each shall ensure that pertinent supervisors, employees, students and contractors are aware of this SOP and that all decorations meet the conditions listed below.

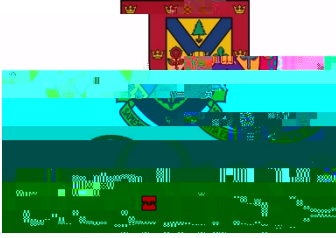
### 4.2 Department of Environmental Health and Safety

Shall ensure that each department is made aware of responsibilities under this procedure.

Serve as a resource to individuals which require assistance in complying with this SOP.

Conduct regular inspections to ensure that faculties, departments and units are complying with the requirements of the SOP and the Ontario Building and Fire Codes.

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#### 6.0 Candles and Open Flame Devices:

Candles and open flame devices including those with glass shades or globes are not permitted; except as approved by the Department of Environmental Health and Safety.

#### 7.0 Holiday Fire Safety Information:

##### Trees:

Real trees are not permitted.

Only artificial trees that have been treated with a flame retardant are permitted

Artificial trees are not permitted in hallways and corridors

Artificial trees shall be kept away from doorways and heat sources.

Do not remove the tag that indicates the fire resistance rating

##### Decorative Lights:

Use only lights that bear the Underwriters Laboratory (UL) seal of approval.

Do not use lights with loose sockets or frayed or damaged wires.

Do not run wiring through doorways, under carpeting, or through holes in walls.

Never plug one extension cord into another.

Multiple-outlet power strip with an internal circuit breaker are recommended.

Always turn the decorative lights off when the area is unoccupied.

Never wrap decorative lights around exposed sprinkler pipes.

#### 8.0 Revision History

1.0 Initial release

1.1 Updated prohibited items and clarified wording

1.2 Updated link to Storage in Building Corridors Fire SOP