

Johns Hopkins Safety Manual	<i>Policy Number</i>	HSE 027
<i>Subject:</i> Decorations	<i>Last Review Date</i>	09/01/09
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POLICY

To assure that the potential for fire is minimized, it is the policy of Johns Hopkins to prohibit the use of combustible decorations at any time.

Electric lights or electrically operated ornaments should bear the seal of approval of the Factory Mutual Company (F.M.) or Underwriter's Laboratory (U.L.). Electric lights or electrically operated ornaments may not be used on aluminum or any other similar metal due to the risk of electrical shock.

All ornaments, decorations, and displays shall be of fire resistant material. Any decoration material which is normally considered combustible, such as cotton, paper, cloth and crepe paper must be of fire resistant/fire proof quality. Documentation may be requested during unit inspections.

Cut trees and live cut decorations are prohibited within buildings of Johns Hopkins. Living trees (roots balled in burlap) may be used with prior approval of Health, Safety and Environment.

At no time may decorations conceal or impede access to any safety device or building safety feature, including fire extinguishers, exit signs, fire alarm pull stations, sprinkler system heads and emergency shut off valves for medical air/oxygen or utilities. At no time may decorations obstruct or impede egress.

RESPONSIBILITIES

Departmental Management	Enforce this policy.
Health, Safety and Environment	Monitor appropriate use of decorations.

REVIEW CYCLE

Annually