



Safety Matters Newsletter

Calendar of Events

FIRE EXTINGUISHER TRAINING

Benefit Fairs, Nov. 3-5
November 18—Meridian Plaza

Check the OWL Portal for details

RESPIRATOR FIT TESTING

Check VIP for new protocol

November 17
November 19

BACK CLASS PROGRAM

9:00am at MC, Café B

November 13

More News

For more information, go to
[EH&S website](#) for details.

Read EH&S Safety Blog
["Speaking of Safety"](#)

Blog posts new each week!

Safety Tip

**Don't learn safety rules
by accident.**

Deck the Halls...



no, wait!

*Article Submitted by Vicki Brown
Environmental Health & Safety*

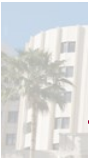
It's that time of the year when we all enjoy decorating our homes or work spaces for the holidays. Whether it's decorating for Fall, Thanksgiving or Christmas, I don't think there is anyone that enjoys decorating more than I do. I'm not very good at it, but I sure enjoy it. There is just something inside me that screams create & decorate! I'm one of those people who HAVE to redecorate their work cube every month to reflect the time of year. I especially LOVE when the holidays—Thanksgiving and Christmas—arrive.

Although decorations are beautiful, they can also be a fire hazard. Many people don't think about it. I never did. What a cute idea it is to decorate a door like a wrapped gift, but did you ever think that you may be adding "fuel to the fire" to a door through which people might have to exit? Now the idea isn't so cute—it's potentially life threatening! Holiday decorating increases our chance for fire in many ways; including overloaded electrical outlets, added combustibles, decorated and lighted trees, garlands, and the list goes on.

We must be safe at home—it's true, but work is no different. In fact, at work we must be especially cautious of safety regulations. Why? To keep all our facilities in compliance with the city, state, and federal fire codes and to keep everyone safe while on our campus. That's a big job and it takes everyone working together to do so.

This October newsletter is all about getting everyone on the same page before we begin decorating.





Let’s carefully look over the LLUH decorating policies and understand the reasons why these policies are in place. When the Loma Linda Fire Inspector walks through our facilities this year, we don’t want him to find unsafe conditions and have to ask us to remove our beautiful decorations. Let’s shoot for EXCELLENCE (*core value*), and do it right the first time!

Here are the policies: [T-17](#) and [T-50](#). Let me simply outline for us below.

T-17

- All decorations shall have State Fire Marshal’s label or proof of fire retardant application. (*These are the safest decorations to use that will not easily catch fire.*)
 - Keep retardant container available for inspection. (*Proof of use*)
 - Fire Marshal evaluation and approval may be used in lieu of the above. (*The Fire Marshal or Inspector frequently visits our facilities, especially during the holidays, to ensure safety for all.*)
- When displayed, all decorations shall:
 - Be securely fastened.
 - Not be attached to light fixtures, heating ducts, fire sprinklers, or smoke detectors.
 - Not hung from any ceiling in hallways or corridors.
 - Not exceed 324 square inches (e.g., 18 inches by 18 inches) if mounted on a door.
 - Be against the outside walls or inside the nurse work station on nursing units.
 - Not obstruct exit signs, fire alarm notification devices and pull stations, fire extinguishers, or medical gas alarm panels and control valves.
- All electrically energized decorations (including light strings) shall be Underwriter’s Laboratories (U.L.) approved.
 - When in use, electrically energized decorations shall:
 - Not be allowed in patient care areas or where oxygen is in use.
 - Be allowed only in non-patient care areas (e.g., office areas).
 - Be in good working order.
 - Not be attached to doors, walls, lighting fixtures, heating ducts, metallic trees, or pass-through doors.
- Lighted candles and other open flame decorations shall be prohibited.
- Christmas trees.
 - Live or cut Christmas trees shall be permitted in LLUMC cafeterias as follows, determined by occupancy type:

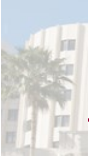
Occupancy Type per NFPA 101 (2000)	No Trees Permitted	Cut Tree Permitted (AASS**)	Cut Tree Permitted (Without AASS**)	Live Tree*** Permitted
Ambulatory				X
Assembly	X			
Business		X		X
Day Care		X		X
Healthcare*	X			



*Live or cut Christmas trees are not be permitted in UH, CH, ECH, or HSH facilities.

**AASS = Approved Automatic Supervised Sprinkler system.

***Live Tree = Natural growing, potted, or “balled”/root-wrapped tree with roots in natural or artificial soil.



- All artificial trees shall have the State Fire Marshall's seal on the original packaging. If the original packaging is not available, proof of fire retardance with a photograph of original packaging shall be kept with tree and presented upon request.
- Artificial trees shall:
 - Be properly secured in place to prevent falling.
 - Be located at a safe distance away from:
 - Hallways, doors, fire extinguishers, fire alarm initiating devices, open flames, lighting fixtures, heating vents, and other heat-producing devices.
- All Christmas trees shall be removed by the second work day following January 1 of the New Year.
- Department heads shall be responsible for compliance with this policy.

T-50

- All furniture, furnishings, and decorations purchased for use in any LLUMC building shall be purchased through or authorized by Supply Chain Management (reference Policy “[Requests For Capital Expenditures \(C-26\)](#)”).
- Supply Chain Management and Environmental Health and Safety (EH&S) shall evaluate materials for purchase.
 - All materials shall meet fire-retardant characteristics and flame spread rate necessary for a fire-safe environment.
 - All draperies and curtains, including cubicle curtains and other loosely hung fabrics, purchased for LLUMC use and serving as furnishings or decorations shall be in accordance with NFPA 101, (2000 ed.) & California Fire Code (2010 ed.).
- All upholstered furniture purchased for LLUMC use shall meet the standards of NFPA 101, (2000 ed.) & California Fire Code (2010 ed.).
- All mattresses purchased for LLUMC use shall meet the standards of NFPA 101, (2000 ed.) & California Fire Code (2010 ed.).
- All combustible permanent decorations (e.g., silk plants, cloth wall hangings) purchased for LLUMC shall be flame-retardant in accordance with California state codes.
- All wastebaskets and other waste containers purchased for LLUMC shall be of non-combustible or other approved materials.
- All furniture, furnishings, and decorations purchased with a flame-resistant fabric or material shall be maintained.

I know we can look over policies and get overwhelmed, but for every policy in place, there is a very important reason why it was established. We must do everything we can to ensure safety at Loma Linda University Health during the holidays, and every day.

If you have any questions regarding the policies or regulations, please contact our office and one of our safety representatives will be happy to answer your questions.

Happy decorating...

