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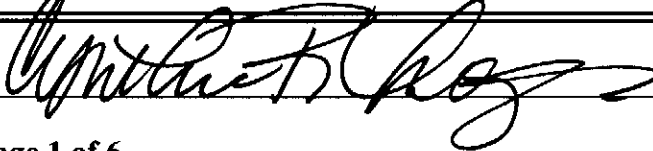
SUBJECT: Open Flames and Flammable Materials	POLICY NUMBER: 4.11
PURPOSE/SCOPE: To establish policy and procedures related to open flames and flammable, toxic and caustic materials for tenants in Agency owned/leased facilities.	

I. AUTHORITY

Florida Statutes: 281.02(1) and 633.022
Florida Administrative Code, Rule 69A-60.002
Section 5(a)(1), General Duty Clause, U.S. Department of Labor, Occupational Safety and Health Administration Requirements

II. DEFINITIONS

- a. Caustic Materials - Substances that can destroy or eat away by chemical reaction (i.e., lye, caustic soda, sulfuric acid, etc.)
- b. Combustible – Capable of burning, generally in air under normal conditions of ambient temperature and pressure, unless otherwise specified. Combustion can occur in cases where an oxidizer other than the oxygen in the air is present, e.g., chlorine, fluorine, or chemicals containing oxygen in their structure.
- c. Facility - A building or structure.
- d. Flammable Materials – Any liquid having a flashpoint below 100 degrees Fahrenheit.
- e. Flashpoint - The lowest temperature at which a vapor will ignite with a flash.
- f. OSHA – The Occupational and Safety Health Administration is a federal agency under the Department of Labor that publishes and enforces safety and health regulations for most businesses and industries in the United States.

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- g. Toxic Materials - Substances that through chemical reaction or mixture can produce possible injury or harm to the body by entering through the skin, digestive tract, or respiratory tract (i.e., ammonia, chlorine, antifreeze, herbicides, pesticides, etc.).

III. POLICY

Open flames contribute to fires, which can result in personal injury and property loss. AWI is committed to maintaining a safe environment by prohibiting the use of open flames and flammable materials. This policy's intent is to reduce potential hazards that contribute to the loss of life or property. This policy is not intended to restrict the use of facilities maintenance or food services equipment used in normal operations.

The use of open flames and storage of flammable liquids, gases and hazardous materials is expressly prohibited on property owned or leased by AWI, except as provided in this policy. Alternate products to flammable, caustic and toxic materials (hazardous materials) should be purchased whenever possible.

All locations containing hazardous materials need a specific system of control to comply with Occupational Safety and Health Administration (OSHA) regulation 1910.1200, for the purchase, use, storage, and inventory of all hazardous materials; such system shall be maintained by the facility manager. OSHA requires current, readily accessible Material Safety Data Sheets (MSDS) on-site in the MSDS book for flammable liquids, gases, acids, corrosives and hazardous materials used in the workplace/shop. All uses of hazardous materials must be documented in the operations log, including the date purchased, reason for use, the material used, the name of the person responsible for its care, and the storage location. Occupants of AWI owned/leased facilities are not allowed to handle hazardous materials except in strictly supervised situations.

Each AWI owned/leased facility is managed by a building/center manager and maintenance staff. Building/center managers and their staff are responsible for monitoring compliance with this policy and may, at any time, remove or order the removal of any item found in violation of this policy. Any deviation from this policy requires prior approval from the building/center manager.

IV. PROCEDURES

A. Open Flames

The use of open flames, including, but not limited to, candles, incense, kerosene lamps, oil lamps, flames fueled by propane tanks and any similar items, is prohibited on property owned/leased by AWI but for the following exceptions.

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The building/center manager must approve in advance the use of an item on the exception list.

1. **Open Flames Exception List**

Always watch open flames and keep them away from combustible and flammable materials. Always follow safety measures in order to ensure open flames used in the following situations are handled properly, and always include adequate extinguishing materials rated for the type of fire. Notify building/center managers prior to the establishment or use of the following exceptions:

- **Kitchen equipment** – food service operations, food preparation and food warming supplies (portable cooking equipment). Place food warmers on a non-combustible surface.
- **Welding and associated work** – obtain a hot work permit.
- **Gas barbecue grills** – permitted at approved functions (with prior approval from the building/center manager) but must be located at least 30 feet from the exterior of any facility. NOTE: Propane tanks shall not be stored inside a facility or within 10 feet of any facility entrance or exit.
- **Cake candles and food warmers** – cake candles and warming devices.

B. **Flammable & Combustible Liquids and Materials**

1. **Common Flammable Materials**

The following is a partial list of the most common flammable or combustible materials used in agency owned/leased facilities:

- **Janitorial** – cleaning chemicals
- **Maintenance** – oil, gasoline, solvents, refrigerants, paint, paint thinners, compressed gases, degreasers, alcohols, other chemicals

2. **Labeling Flammable Materials**

- a. Clearly label all containers of flammable or combustible materials. When smaller amounts of a flammable materials are transferred to another container, e.g., pouring paint or paint thinner into a smaller container while painting, label the secondary container, too.

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- b. Post hazard warning signs or label rooms where large quantities of flammable materials are stored.
- c. Refrigerators used for flammable storage should be manufactured for that purpose and should have a hazard warning label posted on the front of the door.

3. Storing Flammable Liquids and Materials

- a. All flammable or combustible liquids and materials (examples: acetone, gasoline, paint thinner) must be stored inside approved, metal, flammable storage lockers. Usually yellow or red in color, these lockers stop or slow the spread of a fire if one starts inside the locker. The lockers also prevent the spread of liquid if a container leaks. Storing flammable materials in file cabinets, underneath tables, etc. is prohibited.
- b. Store rags used to clean up flammable liquids (examples: maintenance garage items and paint) in approved flammable storage containers and dispose of them on a routine basis.

4. Working with Flammable Materials

- a. Only the amount of flammable material required for the day should be taken out of storage.
- b. Eliminate all sources of ignition, including flames, static electricity, friction and heat from ovens and other sources when working with flammable materials.
- c. Always ground one container when pouring flammable or combustible materials (liquids) from one container to another. This prevents the build-up of static electricity, which can spark and cause a fire or explosion. Always transfer flammable liquids from one container to another in well-ventilated areas.
- d. Never handle, work with, or use flammable materials while smoking or working near open flames. Many flammable materials are heavier than air and sink to the floor level. They can then drift along the floor and reach distant ignition sources such as pilot lights, electrical outlets and machinery.

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- e. Clean up any spills immediately and dispose of the rags or towels in approved flammable storage containers.
- f. Do not throw rags, paper, towels, or any other materials soaked in flammable liquids into a regular trash container. These materials may spontaneously combust and start a fire.
- g. If you are unsure of the proper way to clean a flammable material spill, contact the building/center manager.

V. ATTACHMENT

A. Hazardous Materials Use Log

Hazardous Material Use Log

Date Purchased	Purpose	Material Used	Operator	Storage Location