

## Texas A&M AgriLife Extension Service Procedures

### 24.01.01.X0.12 | Restrictions On Candles

Reviewed: July 13, 2017

Next Scheduled Review: July 13, 2022

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#### **PROCEDURE STATEMENT**

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Candles, incense burners, oil lamps, and similar items that have open flames or smolder represent an unnecessary risk to people and facilities at the Texas A&M AgriLife Extension Service (AgriLife Extension) facilities. Therefore, the following restrictions on candles shall be enforced in all buildings owned or leased by AgriLife Extension.

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#### **REASON FOR PROCEDURE**

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This procedure established restrictions on candles and similar open flame devices by employees in AgriLife Extension facilities.

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#### **PROCEDURES AND RESPONSIBILITIES**

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##### 1.0 RESTRICTIONS

- 1.1 Candles, incense burners, oil lamps, or other personal items that have open flames, or that smolder are prohibited in work areas (individual or group), conference rooms, restrooms, etc. in all buildings. This restriction applies to such items regardless of whether the item has been lit.
- 1.2 This procedure does not apply to candles, flame effects, or pyrotechnics used for banquets, ceremonies, science demonstrations, theatrical productions, indoor fireworks, or other entertainment. This procedure does not apply to such devices used in the course and scope of AgriLife Extension sponsored research or activities necessary to conduct business operations.
- 1.3 Exceptions may be requested, in writing, through the AgriLife Research/AgriLife Extension Service Safety Coordinator.

##### 2.0 PROCEDURES AND RESPONSIBILITIES

- 2.1 It is the responsibility of all faculty, staff, and students to observe the provisions of this procedure.
- 2.2 Unit heads are responsible for ensuring that these rules are communicated to all facility personnel, and that prohibited items, when identified, are removed from the workplace.
- 2.3 Environmental Health and Safety Department personnel will report prohibited items when found in the workplace as deficiencies that require departmental corrective action.

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#### **RELATED STATUTES, POLICIES, OR REQUIREMENTS**

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[System Policy 24.01](#), *Risk Management*

[System Regulation 24.01.01](#), *Supplemental Risk Management Standards*, and its associated standards

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**CONTACT OFFICE**

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Questions regarding this procedure should be referred to the AgriLife Research/AgriLife Extension Service Safety Coordinator at 979-862-4038.

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**REVISION HISTORY**

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***Approved: August 18, 2000***

***Revised: December 9, 2010***

***Reviewed: August 27, 2012***

***Reviewed: July 13, 2017***

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