



With the holidays quickly approaching, the HSC Safety Office would like to inform every one of the following guidelines when decorating and celebrating the season at the WVU Health Sciences Center. *“Please not, these guidelines apply year round to all decorations, not just during this holiday.”*

#### **TREES:**

- Artificial trees made of fire retardant or fire resistant materials and having an Underwriter's Laboratory (UL) or Factory Mutual (FM) approval ratings are permitted.
- Trees having a root system or bulb attached may be used. However, they must be watered regularly in order to prevent drying of the needles. If such trees are found to be dry, they will be removed.
- Cut trees or trees with the roots removed are **NOT PERMITTED**.
- Metallic trees require prior approval from the HSC Safety Office.

#### **ELECTRIC LIGHTS:**

- Decorating lights must have a UL or FM approval tag attached. The use of miniature electric lights is encouraged because they are both cool and energy efficient.
- Decorating lights must be turned off or disconnected daily or when the area is unoccupied for more than 8 hours
- Check the wiring of decorative lights for frays and cracks before use. Replace all damaged or frayed lights.
- Cords or wiring shall not be under carpets or rugs.
- Household extension cords are **NOT PERMITTED**
- Receptacles can not be "overloaded". It may be necessary to use a circuit protection device.

#### **DISPLAYS:**

- Holiday displays should be compact. It is strongly suggested that these displays be confined to office areas (**Laboratories should not contain any displays**)
- Garlands, streamers or displays are permitted, provided they are securely attached to a bulletin board and do not "extend beyond its borders".
- Garlands or streamers over doorways are **NOT PERMITTED** because of their potential to become an obstruction or tripping hazard.

## **CANDLES:**

- Lighted candles are **NOT PERMITTED** in offices, classrooms, laboratories etc. due to fire potential. Decorative candles may be used provided the wicks are clipped or capped and do not generate air quality complaints.
- Candle melting pots are **NOT PERMITTED**.
- Lighted candles may be permitted in dining areas if pre-approved by the HSC Safety Office.
- Your compliance with these guidelines is appreciated. If you have any questions or need to submit an approval request, please contact the HSC Safety Office at 293-6924. You may also visit the newly created HSC Safety Office website at <http://www.hsc.wvu.edu/safety/> for this and other health and safety related information. Thank you and Have a Safe and Happy Holiday!