



7.12 Open Flames on Campus Policy

WILFRID LAURIER UNIVERSITY

Waterloo | Brantford | Kitchener | Toronto

Approving Authority:
Original Approval Date:
Date of Most Recent Review/Revision:
Office of Accountability:
Administrative Responsibility:

Board of Governors
November 19, 2001
June 20, 2013
Vice-President: Finance & Administration
Safety, Health, Environment & Risk Management
(SHERM)

PURPOSE

- 1.00 Although open flames are generally not permitted in any Laurier buildings including residences, the University recognizes there may be special events on campus necessitating the use of candles. This policy was developed in order to accommodate these events and to ensure the safety of the occupants.

DEFINITIONS

- 2.01 University Building: a building that is owned, operated, leased or rented by Wilfrid Laurier University
2.02 Open Flame: for the purposes of this policy, open flames is defined as candles, either in a holder, lantern, or other similar device

JURISDICTION/SCOPE

- 3.01 This policy applies to all Laurier employees, students, visitors and contractors.
3.02 This policy does not apply to the use of tobacco and other traditional aboriginal medicines. See [Policy 7.14 Aboriginal Use of Traditional Medicines](#).
3.03 Permission for the use of open flames is subject to lease or rental restrictions.

POLICY

- 4.01 The university will act in accordance with Ontario Fire Code (reference 2.4.4.1. (1) & 2.4.4.1 (3) (b)), and any other legislative obligations.
4.02 The use of open flames on campus or in any university building must be first approved by SHERM as described in the Procedures for the Use of Open Flames on Campus [link to procedures once approved].
4.03 Open flames shall not be permitted in university buildings used for public assemblies in such quantities and in such a manner as to create a fire hazard.
4.04 Decorative and lighting devices with open flames shall not be used unless they are:
(a) Securely supported in non-combustible holders and located and protected so that combustible materials will not come into contact with or be ignited by the flame, or
(b) Securely supported in noncombustible holders and located and protected so as to prevent accidental contact of the flame with combustible materials
4.05 An individual present at the event must be designated to oversee the use of the candles. The designate must be trained in the use of portable fire extinguishers and a fire extinguisher must be accessible to that person at all times.

RELEVANT LEGISLATION

2007 Ontario Fire Code Compendium, O. Reg. 213/07, Subsection 2.4.4. (Open Flames)

RELATED POLICIES, PROCEDURES, & DOCUMENTS

[Policy 7.14 Aboriginal Use of Traditional Medicines](#)
[Policy 7.8 Smoking Policy](#)
[Procedures for the Use of Open Flames on Campus](#)
[Open Flames Request Form](#)



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Procedures for the Use of Open Flames on Campus:

Definitions:

Sponsoring Group Coordinator: lead organizer of the event

Procedures:

- a) In accordance with Ontario Fire Code (reference 2.4.4.1. (1) & 2.4.4.1 (3) (b)) approval for the use of open flames shall be obtained in writing from SHERM by completing the Open Flames Request Form.
- b) For approval, the sponsoring group, the date of the event, the sponsoring group coordinator (coordinator), the location, quantity of candles, how the candles are to be used and housed must all be described.
- c) Once approved, a copy of the signed form must be sent back to the sponsoring group coordinator and a copy to the Special Constable Service. The coordinator is responsible for ensuring the form is posted in the area during the permitted event(s).
- d) When the use of candles has been approved, candles must be kept stationary, securely supported in non-combustible holders, kept away from combustibles and not used on window sills. Furthermore, candles cannot be left unattended.
- e) An individual present at the event must be designated to oversee the use of the candles. The designate must be trained in the use of portable fire extinguishers and a fire extinguisher must be accessible to that person at all times.