

HOLIDAY DECORATIONS SAFETY

Before you “Deck the Halls,” take a moment to review the OHSU Holiday Decorations Safety Policy. The University-wide policy provides details on Fire Code and safety considerations for the holiday season (Halloween through New Year’s Day).

Am I allowed to display a holiday tree?

- Holiday Trees are allowed December 1st-27th
- Fresh-cut trees kept in water are allowed in building entrances ONLY and a designated individual must:
 - Provide water
 - Remove the tree if it becomes dry
 - Unplug any lights while tree is unattended
- Patient rooms may display artificial trees up to 24” tall
- All other areas may display artificial trees up to 7.5 feet tall as long as they meet all other requirements.



What do I need to know about displaying lights?

- Only use LED or miniature lights (rated, UL-Listed).
- Check for frayed cords and loose wires or bulbs.
- A single, grounded, heavy-duty (rated, UL-listed) extension cord may be used.
- Turn EVERYTHING off when you leave for the day.

What hazards do I need to avoid?

- Do not place decorations on fire doors or closer than 18” from a sprinkler head.
- Decorations must not block doors, corridors or stairs.
- Decorations must not project more than 6” into the corridor.
- Lights must not hang on sprinkler systems and are not allowed in the patient care vicinity.
- Extension cords are not allowed in patient care rooms.
- Sources of open flame (e.g., candles, yule logs, incense) are PROHIBITED.

Resources:

- Questions may be routed to Environmental Health and Radiation Safety at 503-494-7795.
- The OHSU Holiday Decorations Safety Policy is available on the Integrity website at <http://www.ohsu.edu/xd/about/services/integrity/policies/upload/HOLIDAY-DECORATIONS-SAFETY-POLICY.pdf>



The Joint Commission - Environment of Care Standards guide OHSU in this material. The Environment of Care Committee offers this tool to help remind employees of safety policies and best practices. Please post or share this information with staff. **October 2014**