

		INJURY & ILLNESS PREVENTION PROGRAM	
Open Flame Program			
Section: Fire & Life Safety	Implementation Date: 09/14/2022	Revision Date: 10/07/2026	Revised By: HG

Authority: California Code of Regulations, Title 19
California Code of Regulations, Title 19, §3.25 Open Flame Devices

Supporting Guidance: This program was developed based on guidance distributed by the CSU Chancellor's Office, Office of Risk, in February 2019, and consultation with State Fire Marshal representatives Ben Salazar and Carlos Hernandez at the SH&S office on September 13, 2022.

Scope: This program governs the use of candles and portable open flame devices inside all CSUSM owned and leased buildings.

Program: Candles and portable open flame devices are prohibited inside CSUSM buildings, except for canned heating fuels used for food and beverage warming in accordance with this program.

Canned Heating Fuels (i.e. Sternos): Canned Heating Fuels used in heating of food or liquids is permitted when in compliance with the following requirements:

- Buffet candles are not permitted for any use in any University building.
- Canned heating fuels use is permitted in public spaces (i.e., public assembly spaces, meeting rooms, etc.) only, use is not permitted in private office space, sleeping areas, or other non-public spaces.
- Canned heating fuels shall be placed on a sturdy flat surface and kept a safe distance (3 ft or more) from combustible materials, walls, window coverings, and flammable decorations.
- Canned heating fuels shall be provided with a means to prevent direct contact with or exposure to combustible materials including decorations and clothing.
- Only CSUSM Dining Services personnel or designated vendors or contractors shall be allowed to utilize canned heating fuels, providing they comply with the Open Flame Program. Vendors / contractors shall be provided a copy of this program and upon request they shall provide training documentation that prove their employees are properly trained in the lighting and handling of canned heating fuels as well as the knowledge of how to operate a fire extinguisher.

- Once ignited, canned heating fuels shall be attended at all times by a member of the CSUSM Dining Services personnel, CSUSM staff, contractor, or vendor who has been trained in their use and in fire safety.
- A 2A:10BC fire extinguisher shall be within ten (10) feet of location where an canned heating fuels is being used.
- Use of a fuel holder with cover or similar secondary container is mandatory. Proper tools for smothering the flame must be available in the immediate area once ignited.
- All cooking or heating containers using canned heating fuels must be placed on non-combustible mats, ceramic or metal trays extending a minimum of 4 inches in each direction beyond the device.
- The canned heating fuels shall be placed under food or beverage tray before lighting. The device shall only be lit using a butane lighter or long-handled match. Food or beverage tray racks shall not be moved while Sterno is lit.
- All table decorations must be flame resistant. Combustible materials such as plates, napkins, utensils, cups and similar products shall be separated by a minimum of three feet from the open flame container.
- Canned heating fuels must be immediately extinguished when food tray or urn is empty or no longer in use. When event is over, all canned heating fuels must be extinguished immediately, capped and removed from the facility by food service personnel.
- In the event of a fire University Fire protocols shall be followed. Contact University Police at 760-750-4567 or 911. The OSFM shall be immediately notified by University Police. University Police will contact SH&S, as needed.

Revisions

09/30/2023 RF

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