

APPLICATION

NYU Langone Medical Center (NYULMC)

PURPOSE

To inform employees and contractors of measures to be taken to prevent fires.

POLICY AND GENERAL INFORMATION

All employees and contractors must be aware of potential fire hazards, and every effort must be made to prevent fires. This policy highlights fundamentals that should be reviewed by all NYULMC personnel and contractors. It is supplemental to the Fire Safety Handbook, which outlines in detail procedures to be followed in the event of a fire. The Handbook may be accessed via the NYULMC Environmental Health & Safety (EH&S) website.

1.0 Housekeeping


Good housekeeping prevents fires from starting. All NYULMC staff and contractors must practice workplace housekeeping. Areas of specific attention include the following:

- 1.1 Strict control shall be maintained over the delivery, distribution, storage, and use of flammable and combustible liquids and products. Such materials shall only be stored in approved containers, and instructions regarding their storage must be strictly followed.
- 1.2 Waste baskets shall not exceed 32 gallon capacity in any room that does not meet Life Safety Code requirements for a hazardous area (e.g., waste storage room). Large, mobile waste carts (exceeding 32-gallon capacity) shall be attended when in corridors. All unattended mobile waste carts shall be stored in a room designed and maintained as a hazardous area.
- 1.3 Waste rags and cloths used with solvents shall only be stored in approved containers in accordance with the material safety data sheet for the specific chemical product.
- 1.4 Control must be established over shop materials such as paints, thinners, scrap, shavings and other housekeeping department materials, including solvents and caustics.

- 1.5 Spray painting with lacquers and oil-based paint is extremely hazardous. Such work shall be restricted to specially shielded and ventilated areas. Any tools used in these areas should be nonferrous and non-sparking.
- 1.6 All sizes and types of film and computer tapes, used or unused, must be stored in approved areas.
- 1.7 Compressed gas cylinders shall be handled in accordance with Safety Policy 102: Compressed Gas Cylinders: Safe Storage, Handling & Use.
- 1.8 Compressed gas cylinders used on construction sites shall be stored in accordance with New York City laws and only in locations approved by both the New York City Fire Department and NYULMC's Fire Safety Director. Compressed gas cylinders containing oxygen and flammable gas shall be removed from the building when not in use and at the end of each work day.

2.0 Engineering Controls and Maintenance

- 2.1 Only explosion-proof refrigerators shall be used for refrigerated storage of flammables.
- 2.2 Electrical installations shall be made in accordance with the NFPA National Electrical code and local codes.
- 2.3 Heating and ventilating equipment shall meet appropriate codes and shall only be altered by qualified engineers.
- 2.4 The use of portable heaters and temporary heat in construction areas is prohibited unless specifically authorized by EH&S.
- 2.5 Use of three-to-two prong adapters is not permitted. All cord-connected electrically powered appliances that are not Double Insulated shall be provided with a three-wire power cord and a three-pin grounding-type plug.

[Symbol for Double Insulation: ]

- 2.6 Electrical installations or repairs shall only be performed by Facilities Operations personnel and licensed electrical contractors.
- 2.7 Any equipment with a damaged power cord shall be immediately removed from service, marked, and sent for repair.

2.8 Due to the fire hazard they pose, the use of incandescent, halogen, quartz, tungsten and other “hot” lighting is prohibited on construction sites. Fluorescent and LED lighting are acceptable alternatives.

2.9 The use of plastic light sockets is prohibited. All light sockets must be ceramic.

3.0 **Administrative Practices**

3.1 Smoking is prohibited at all NYULMC facilities (see Safety Policy No. 104, Tobacco Free Facilities).

3.2 Patients in oxygen tents are prohibited from using any electrical appliances or spark producing sources (e.g., bed controls, signal cords, heating pads, razors, radios, sparking toys, etc.).

3.3 Contractors shall be informed of fire safety practices pertinent to their work site (e.g., the presence of flammable materials and flammable material storage practices).

3.4 In construction areas, materials introduced into the site by the contractor (e.g. plywood, plastic sheeting, tarps, debris netting) shall be fire-retardant. The flammable and combustible load shall be maintained at the lowest level feasible. Flammable and combustible liquids and products in excess of 5 gallons shall be stored in an OSHA/NFPA approved fire safety cabinet with self-closing doors. Material safety data sheets (MSDSs) for all products shall be readily available on site. Unless specifically approved by EH&S, chemicals and products used in construction areas shall:

- contain no volatile organic compounds (VOC)
- be low-odor
- have a health, flammability and reactivity rating of “1” or less on a scale of zero to four

3.5 Due to the fire hazard, the use of heating appliances is restricted.

- The use of hot plates, toasters, toaster ovens, grills, crock pots, sterno and similar food heating appliances and equipment is prohibited in Hospital Center staff lounges and on construction sites.
- The use of coffee makers and microwave ovens, with a prohibition of microwave popcorn, is permitted in staff lounges but not on construction sites.

Related policies:

- 102: Safe Storage, Handling and Use of Compressed Gas Cylinders
- 103: Handling and Storage of Flammable and Explosive Chemicals in Laboratories
- 104: Tobacco Free Facilities
- 108: Chemical Waste Minimization and Disposal Program
- 108a: Hazardous Waste from Contractors (Construction and Building Maintenance)
- 120: Contractor Safety Requirements
- 126: Fire Safety Requirements for Interior Finish Materials
- 133: Installation and Testing of New Medical Gas Outlets/Piping
- 143: Hot Work
- 145: Interim Life Safety Measures
- 147: Penetration of Fire/Smoke Barrier
- 157: Electrical Safety
- 202: Fire Prevention in Oxygen Storage and Enriched Atmospheres
- 203: Electrical Equipment, Privately Owned
- 207: Portable Space Heaters

EH&S Website: <http://redaf.med.nyu.edu/safety/environmental-health-safety>

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