State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF HUMAN RESOURCES

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

DIVISION OF ADMINISTRATION

POLICY NO. 17

EFFECTIVE DATE: **January 14, 2002**

SUBJECT: **Prohibition of Open Flames**

AUTHORIZATION: **Whitman J. King, Jr., Deputy Undersecretary**

I. POLICY:

It shall be the policy of the Division of Administration to prohibit open flames which are not consistent with a business function, within and/or around the work places within the Division of Administration.

II. PURPOSE:

The purpose of this policy is to foster a safe work environment by prohibiting open flames within and/or around the work places within the Division of Administration. The term "open flames" includes candles of any kind in and/or on any container or surface.

III. BACKGROUND:

Research has proven that hydrocarbon fumes produced by burning candles affect the sensitivity of smoke detectors. These devices take on a signature from the area where installed, requiring testing, cleaning, and in most cases, replacement.

Another consideration is the detrimental physiological effect of exposing employees to contaminations of indoor air. For example, although the scents of burning candles may be completely harmless, the solvents they produce, Paraffin Aromatic Hydrocarbons, have a significant impact on air contamination. These contaminants degrade the quality of indoor air and could affect employees with allergies and respiratory illnesses, resulting in lost work time.

Finally, the obvious safety consideration is the increased risk of fire created by open flames in the work area, where paper, wood and other flammable substances are typically present.

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IV. APPLICABILITY:

This policy applies to all employees of the Division of Administration and all sections of the Division of Administration, both general appropriation and ancillary appropriations.

V. RESPONSIBILITY:

The Deputy/Assistant Commissioners and equivalent are responsible for:

1. Ensuring a safe work environment for all employees in his/her area of supervision.

2. Holding each Section Head accountable, as an aspect of job performance, for the establishment and maintenance of effective safety practices and procedures in his/her section.

3. Ensuring compliance with the policy and procedures of the Safety Program by all Section Heads and employees under his/her immediate supervision.

4. Supporting efforts to remedy unsafe work conditions existing in work environments under his/her area of supervision.

Section Heads are responsible for:

1. Establishing and maintaining a safe work environment for all employees in his/her section.

2. Holding supervisors accountable, as an aspect of job performance, for the establishment and maintenance of an effective safety program in his/her unit.

3. Appointing a Safety Manager for his/her section and providing that appointee the necessary authority to implement and manage a successful safety program.

4. Holding the Safety Manager accountable, as an aspect of job performance, for the management of effective safety practices and procedures in his/her section.

5. Ensuring compliance with the policy and procedures of the DOA Safety Program by all employees.

6. Supporting efforts to remedy unsafe work conditions in his/her work areas.

7. Assuring that each employee, current and new, is made aware of this policy and its contents as well as any forthcoming revisions.

Supervisors are responsible for:

1. Assuring a safe work environment for all employees in his/her area of supervision.

2. Holding each employee under his/her supervision accountable, as an aspect of job performance, for compliance with the safety practices and procedures in effect in his/her section.

3. Assuring that all safety rules and procedures are distributed to and understood by his/her employees through training, meetings, discussions, etc.

4. Ensuring that both he/she and his/her employees follow all safety rules, policies and procedures.

5. Counseling with employees regarding safety violations or unsafe work habits, documenting counseling, and recommending disciplinary action where appropriate.

6. Immediately reporting any and all unsafe conditions and practices to the Safety Manager.

7. Correcting any unsafe conditions in the work area if it is within his/her means to do so.

Employees are responsible for:

1. Recognizing that safety will be considered an aspect of job performance in periodic performance evaluations.

2. Exercising safe work habits as an element of satisfactory work performance.

3. Observing all safety rules and regulations.

4. Accepting personal responsibility for his/her own safety and well-being.

VI. EXCLUSIONS:

There will be no exceptions to this policy.

VII. QUESTIONS:

All questions regarding this policy should be directed to DOA Safety Coordinator Diana S. Williamson at 219-4480.

VIII. VIOLATIONS:

Employees found to have violated this policy may be subject to disciplinary action.