



Title: Catering: Use of Open Flame Heating Source	Policy Number: 75.32 Addendum A
Regulation: Reference:	Effective Date: 4 / 2009 March 2018

Policy Statement:

The purpose of this Texas Tech Health Sciences Center El Paso (TTUHSC El Paso) Operation Policy and Procedures (OP) is to provide guidance and assistance in the coordination of all departmental events taking place within the premises of TTUHSC El Paso Campus, and any location the property is state owned or leased.

This policy and procedure will be followed by all Catering Vendors for activities to be carried out safely without the possibility of fires starting with the use of open flame heating sources such as "Sterno-Brand" or other brands.

Review:

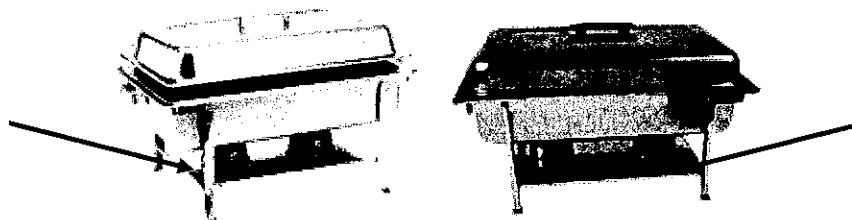
This TTUHSC El Paso will be reviewed every two years by the Director of Safety Services (SS), with recommendations and revisions forward through the Managing Director Facilities Physical Plant and Support Services, and the Chief Operating Officer and Vice President of Operations.

Scope and Distribution:

All TTUHSC El Paso Departments.

Procedure:

1. While any open flame heating source is in use a staff member or caterers representative will remain in attendance in the room to monitor the heating source to prevent ignition of unintended items. Location of nearest fire extinguisher will be known by attendant.
2. Caterers will use an "approved " chafing set, one with a bottom tray that contains the heating cans or will place a flame resistant tray or foil, etc. under the chafing dish to prevent any ignition.



3. Use the following cautions when dealing with open flame containers such as "Sterno brand":



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO
Operating Policy and Procedure

- Always use caution when handling open flame products;
 - Always use a blunt object such as a spoon to pry off lid;
 - Always cup hand over lid when opening can;
 - Always remove excess gel from lid if being used as a regulator;
 - Always wash fuel residue from hands
 - Always place can under chafing dish before lighting
 - Always assure can is placed securely in equipment;
 - Always use a long handled match or lighter to ignite;
 - Always use a snuffer paddle, regulator or saucer to extinguish flame;
 - Always wait until can cools before touching
 - Never use a sharp knife to pry off lid of sterno;
 - Never use a lit can to light another can;
 - Never carry a lit can;
 - Never carry chafing dishes with a lit can;
 - Never touch can while hot;
 - Never allow loose clothing, napkins or table cloth near flame;
 - Never allow hair to fall near flame;
 - Never use hands to extinguish flame;
 - Never blow out flame to extinguish; Cater shall supply a snuffer paddle.
 - Never throw a hot can of Sterno in the trash.
 - Never set up near a thermostat.
4. The SS will extinguish, turn-off or unplug all heating devices left unattended. Caterers or departments found in non-conformance with this policy will be reported to the El Paso Safety Committee and repeat offenders may be reported to the TTUHSC El Paso Fire Services Division and prohibited from future catered events that require heating devices.

If assistance is needed or there are safety questions about a setup of chafing dishes. Call the SS Office at: 215-4820.