



HOLIDAY SAFETY



The holiday season brings a sense of celebration and goodwill to departments and employees on campus. The Environmental Health and Instructional Safety Office would like to remind campus employees and departments that there are safety guidelines that should be followed in celebrating the holidays with your fellow co-workers. Please read the helpful reminders below and if you have any questions contact your EHS Office at extension 7233.

Electrical

DON'T AROUSE NO ONE

The holiday season often brings the potential for increased risks or injury due to the extensive use of electricity for decorations. Protect yourself, your family, and your co-workers from the high risk of electrical shock.

- Avoid using 2-prong ungrounded electrical devices. All electrical equipment should be 3-prong grounded.
- Do not use extension cords or power taps as a substitute for permanent wiring. Try using UL listed surge-protected power strips instead.
- Do not use equipment or any other electrical device having worn or damaged electrical cords, plugs, switches, receptacles, or cracked casings.
- Do not overload outlets. Use surge protectors if multiple outlets are needed.

Never block or conceal fire extinguishers, alarm boxes, exit lights, fire hose cabinets, exit aisles, passageways, emergency exits, or other emergency features with decorative material.

Potluck

SAFETY

When celebrating the holidays, be sure to keep an eye out for uninvited guests—microbes such as bacteria that can cause food-borne illness. Use the following four basic food safety steps to keep your holiday festivities microbe-free.

CLEAN

- Always wash your hands with hot, soapy water before and after handling food. Keep your kitchen, dishes, and utensils clean too.

SEPARATE

- Keep raw meat, poultry, and seafood away from fruits and vegetables so juices will not cross-contaminate.

COOK

- Cook foods thoroughly at safe temperatures.

SERVE

- Keep hot foods hot and cold foods cold.
- Use dedicated serving utensils, not hands to handle food.

Brrr... It's Cold Inside!

As offices become chilly, remember the guidelines for using portable heaters. They are allowed only if they are:

- UL listed
- In good condition
- Not a tripping hazard
- Plugged directly into a wall outlet
- Shut off when not used or unattended
- Kept away from combustible material

Lighting candles in State Buildings is prohibited.

Is that Christmas tree safe?

A Christmas tree fire is an all too common tragedy. To ensure that you always have a Merry Christmas, heed these tips.

- When buying a natural tree, the most important safety precaution is freshness. The higher the moisture content the less likely it is to dry out and become a fire hazard. Check for freshness by bending the needles between your fingers. They shouldn't break. To keep your tree fresh longer, cut off two inches of the trunk and place it in a sturdy water holding stand with wide spread legs. Keep watering your tree. Place the tree away from heat sources. Dispose of the tree when needles begin to fall off in large quantities.
- Artificial trees should bear the UL label. Never use electric lights on metal trees like the old silver trees. Plastic trees should be made of fire resistant material. Keep artificial trees away from heat sources. It's always a good idea to turn off your Christmas tree (live or artificial) whenever you leave.

It is a violation of University Policy to bring a live tree on campus that has not been treated and maintained in a flame-retardant condition by means of a flame-retardant solution or process approved by the State Fire Marshal. Artificial Trees are acceptable as long as they are made from a non-flammable material.