



TOOLBOX TALKS

SUPERVISOR INSTRUCTIONS:

- Use toolbox trainings to encourage safety/environmental discussions during monthly meetings with employees.
- Campus Services' employees should maintain the employee sign-in sheet in their department's safety/environmental compliance binder as a record of training. All other groups should maintain a record of training in accordance with their Division's training procedures.

This is the Season for decorating your home and workplace with holiday sparkle, fancy trees, bright lights, garland and beautiful ornaments. But let's not get too excited about Santa coming and forget about our safe practices at work and at home! Holiday decor often requires the use of portable ladders and creates an increased demand for electrical power. Improper use of ladders and electrical cords during the holiday season could result in personal injury and/or property loss. Pull the plug on hazards by following these holiday decorating safety tips.



Ladder Safety

- Don't stand on furniture to hang your holiday décor. Use the right ladder for the job!
- Always place ladders on level ground, avoid over reaching, and keep your body centered to avoid falling.
- Remember the one-fourth rule when hanging lights outside to prevent the ladder from sliding forward or slipping backwards! Place the extension ladder 1-foot away from the vertical surface for every 4-feet in ladder height, approximately a 75.5° angle.
- Make sure your ladder extends three feet above the roofline when climbing onto the roof to ensure stability.
- When using a step ladder, ensure the metal spreaders are locked in the open position and never stand higher than the second step from the top cap.

Don't Get Zapped!

- Check the rating on your extension cords to make sure they meet the power needs (i.e. amperage) for the intended purpose.
- Properly inspect power cords to ensure there is no damage to the cord or insulation, such as cuts, bare wires, etc.
- Only use extension cords for temporary use – OSHA limits the use of extension cords to 90 consecutive days!
- Plug outdoor extension cords, lights or decorations into outlets protected by ground fault circuit interrupters (GFCIs) or use portable outdoor GFCIs.



SAFETY/ENVIRONMENTAL TOOLBOX TALKS – HOLIDAY DECORATING SAFETY

- Only use cords that have been approved by a Nationally Recognized Testing Laboratory, such as Underwriters Laboratories (UL).

Fire Safety

- Keep your live Christmas tree well hydrated.
- Unplug your Christmas lights before you leave work or home and before going to bed.
- Do not plug extension cords into one another. This is called daisy-chaining and constitutes a fire hazard.
- Do not block fire extinguishers, egress paths, or exit signs with decorations or Christmas trees!
- Keep your décor at least 3 feet away from open flames and 10 feet from power lines.
- Avoid damaging the cord's insulation – never run electrical cords or string lights through doors, windows or under carpets!



Questions for Discussion

- 1) True or False? According to OSHA, extension cords can be used as permanent wiring.
 - o **False**, only for up to 90 days.
- 2) How many feet should your ladder extend above the roof line?
 - o **Three feet**.
- 3) True or False? You can use any extension cord for your holiday décor.
 - o **False**, you must check the cords to see if there is sufficient amperage for its intended use.

Credits

"Safety Tips for the Holiday's" <http://www.esfi.org/program/holiday-safety-50?qclid=CNyFxmRutACFYg7gQodE0YCUQ>.

"Holiday Safety" <http://files.esfi.org/file/Prevention-It-s-the-gift-that-keeps-on-giving-2-1B03.pdf>

Image Source: "Trip Hazard"

https://www.google.com/search?q=extension+cord+trip&biw=1366&bih=662&tbm=isch&source=lnms&sa=X&ved=0ahUKEwjD2_Wr0rzQAhVBOiYKHWWmDEwQ_AUI3AEoAQ#imgrc=6ni_g3QDJUkFsM%3A

"Extension Cord Use" <http://files.esfi.org/file/Reaching-to-Safety-Use-Extension-Cords-Properly-82C1.pdf>

Image Source: "UL Electrical Cord"

http://www.homedepot.com/hdus/en_US/DTCCOMNEW/fetch/DIY_Projects_and_Ideas/Electrical/Guides/factors-to-consider-when-choosing-extension-cords-HT-BG-EL-extension-cords-jacket-01.jpg Image Source: "Christmas

Fireplace" www.google.com

happy
holidays