

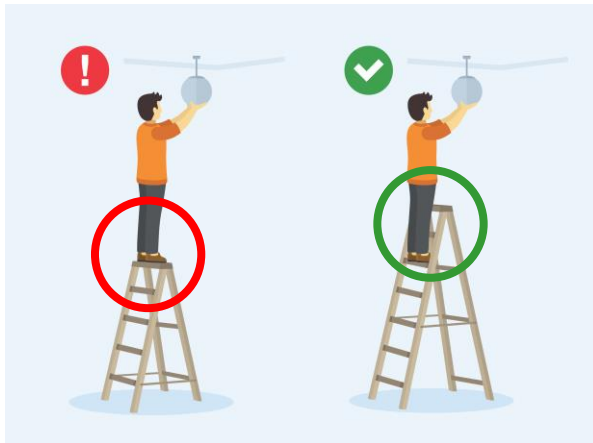


Holiday Safety and Wellness

'Tis the season for holiday-related hazards! Prevent common injuries and fire hazards this year with the SDRMA's curated best practices. We've also provided some wellness tips to help manage stress and fatigue during the holiday season.

Ladder Safety

- Always check your ladder for defects and make sure the steps are free of slippery material.
- Select the proper ladder (type/height) for the task at hand. Do not stand on chairs!
- Do not stand on the top step or top cap of a ladder.



- Make sure the ladder's spreaders are fully open and all feet are placed on a level surface.
- Keep your body near the center of the steps. Do not reach!
- Always face the ladder and maintain three points of contact when climbing or descending.



Electrical and Fire Safety

Overloading circuits or using damaged electrical appliances could result in an injury or a fire in the workplace.

Make sure to...

- Check all electrical decorations for broken sockets, prongs, and damaged wiring.
- Never tack or staple electrical cords to the wall or floor. This could damage the cord and create a fire or shock hazard.
- Use only flame-resistant tinsel, wreaths, and other trimmings. Consider an artificial tree! If you have a fresh tree, remember to water daily. Dry trees catch fire easily.
- According to the National Fire Protection Association, candles cause about 7,200 fires per year, with a rise during the holiday season. They are not recommended at the workplace. Use battery operated flameless candles instead.
- If approved to use a space heater, always keep it at least 36" away from combustible material in all directions.

Preventing Slips, Trips, and Falls

- Avoid placing trees, gifts, or freestanding decorations in high-traffic areas where they can become a tripping hazard.
- Make sure cords do not create trip hazards, especially in walkways. Use gaffers tape (strong and resistant to heat) to keep in place if necessary.
- Use double sided tape on floor mats to prevent the edges from curling
- Keep wet floor signs readily available and clean up spills as soon as possible.



Holiday Scams

The two most prevalent holiday scams are non-delivery and non-payment crimes. In a non-delivery scam, a buyer pays for goods or services they find online, but those items are never received. Conversely, a non-payment scam involves goods being shipped, but the seller is never paid.

- Practice good cybersecurity hygiene.
- Check the website's URL to make sure it's legitimate and secure. *A secure URL should begin with "https" rather than "http."*
- Never wire money to a seller or use pre-paid gift cards. Instead, use a credit card and check your statement regularly.
- Always get tracking numbers and monitor the shipping process.



Stress/Fatigue Management

After-work tasks and holiday events quickly accumulate to tax your body and mind. Follow these tips to maintain your inner peace during one of the most frantic times of the year:

- Get at least 6 to 8 hours of sleep every night. Avoid electronic devices 1-2 hours before bedtime and keep your room as dark as possible when sleeping to help get quality uninterrupted sleep.
- Quality over quantity. Be conscious of which holiday events and outings you commit to this year. The more events you attend the more likely you are to experience stress.
- Drink plenty of water which reduces the amount of cortisol (aka the stress hormone) circulating in your system. A rule of thumb is to drink half of your weight in ounces.
- Create a to-do list for both work and personal tasks. Writing tasks down helps to avoid distraction and frees up mental bandwidth to stay focused

This *Safety Talk* provides awareness level training for common hazards observed during the holiday season.

If this information is unclear or if you have any additional questions, please talk to your supervisor.