



Minnesota Counties Intergovernmental Trust

## INJURY PREVENTION

# Quick Review of Safety

## Holiday Decorations Safety

### PREVENTION

- Real evergreen decorations should be avoided.
- Keep exits and exit hallways clear. Decorations must not block doorways or exit hallways.
- Exit signage or safety equipment, such as fire extinguishers, must be easy to see and access.
- Decorations must not be hung from sprinkler heads or interfere with their operation. Avoid all decorations with open flames or excessive heat.
- Do not place staples or nails through strings of holiday lights, power strips or extension cords.
- Follow manufacturer recommendations about how many sets of lights can be strung together.
- Any electric decorations or lights should be certified by an independent testing laboratory, such as Underwriters Laboratories (UL).
- Be aware of circuit loads. Do not plug too many items into a power strip or extension cord.
- Extension cords or power strips should be plugged directly into wall outlets and not each other.
- All powered lights or decorations should be unplugged at the end of the workday.
- Fire-resistant artificial trees are recommended to reduce the risk of fires. Be sure to look for the fire-resistant rating.
- Decorations on the tree such as garland should also be fire resistant.
- Secure trees and large decorations to prevent them from tipping over.

(Over)



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(Over)

### **PREVENTION CONT.**

- Any decorations in areas where children may be present should be located out of reach. Decorations should not be sharp, easily breakable or present a choking hazard. Avoid decorations that resemble candy.
- Avoid using electric lights on a metallic or electrically conductive tree.
- When putting up decorations use safety ladders or ask others for help. Never use a chair or climb on a desk.
- Use safer lifting techniques when necessary to avoid strains, sprains and falls.
- Be mindful of extension cords, decorations or other items across walkways that could present a tripping hazard. If a cord crosses a walkway, it should be properly covered.

### **HAZARD REPORTING**

- If you discover any of the items discussed, it is important to report them. We want to keep the area safe.
- You can report any hazards by speaking to your supervisor or by other means.

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