

HOLIDAY SAFETY BULLETIN



HOLIDAY SAFETY ON AND OFF-THE-JOB

We want you to be safe at work, of course, but statistics show that you're far more likely to be injured on your own time. The holiday season is in full swing, and the following tips can help keep you safe at work and at home.

Ladder Safety. 'Tis the season to use ladders to hang holiday lights on eaves, trees, tall bushes, or even to hang a star atop large Christmas trees, if you so choose. While falls represent a leading cause of injury and death, most ladder-related injuries can be prevented.

- * Inspect your ladder prior to use.
- * Obey the 4-to-1 rule: Place the base of the ladder 1 foot (foot) from the wall for every 4 feet between the base and the support point.
- * Extend extension ladders at least 3 feet above a support point such as the edge of a roof.
- * Use stepladders safely, ensure they are fully unfolded with the braces are locked.
- * Place the ladder on a firm, level surface, and check to make sure the ladder is stable.
- * Never set a ladder on top of a drum, stack of pallets, or other object to gain more height.
- * Never set up a ladder in front of a door unless the door is locked or blocked.
- * Make sure the spreaders on stepladders are fully extended and locked in place.



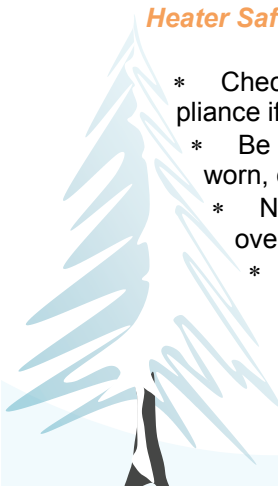
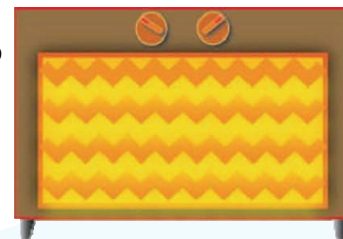
Decoration Safety. Decorating your office and home is a long-standing tradition around the holiday season. Unfortunately, these same decorations may increase your chances of fire. Follow these safety tips :

- * Limit holiday decorations to areas where they won't create a fire hazard and won't block exits.
- * Make sure decorations are kept away from heat sources, including office equipment.
- * If you use holiday lights, make sure they're properly installed, don't link more than three light strands (unless the directions indicate it's safe), and turn off ALL lighting when you are not present.
- * Use only nonflammable decorations and only battery-operated, flameless candles.
- * Remove all paper and or flammable materials from electrical outlets or ignitable sources
- * If you decorate with a live tree: choose a freshly cut tree, refill water often, and discard it promptly it becomes dry. Place the tree away from heat sources, including fireplaces or heat vents.
- * Do not plug ground fault interrupters (GFIs) into other GFIs.



Heater Safety. Here are some general safety guidelines for the use of portable heaters at work or at home:

- * Check that electric heaters have the UL® approval label and an automatic safety switch that turns off the appliance if it is tipped over.
- * Be sure to examine cords before plugging in the heater. If the cords are frayed, worn, or broken, replace the heater or have an electrician replace the cord.
- * Never use extension cords with portable heaters; this will cause the cord to overheat and burn.
- * Keep all materials that can burn at least 36 inches away from the unit.



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BE PREPARED FOR RAINY, WINTRY DRIVING

Vehicle crashes can be a top cause of workplace accidents. SBCCD encourages employees to prepare for the changing seasons. Vehicles need to be prepared in advance and drivers must be ready to adjust speed or change a route based on the weather, especially when major weather patterns threaten.

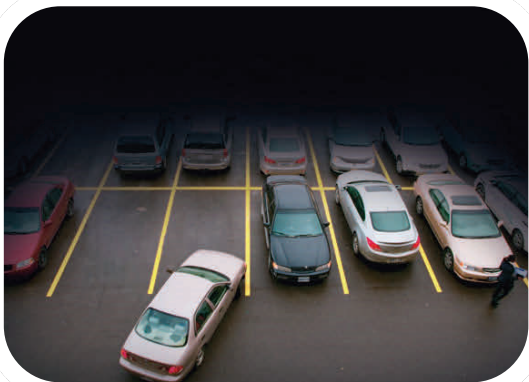


Below are recommended steps to ensure your vehicle is ready for the changing seasons:

- * Ensure the heater and defroster are working properly.
- * Test all lights and carry spare light bulbs.
- * Use antifreeze that's good to -25°F ; check all fluids, and make sure hoses aren't loose or brittle.
- * Keep wipers clean and in good condition; fill the windshield washer tank.
- * Make certain your battery is fully charged, and check battery age and cable conditions.
- * Ensure your tires are in good condition and properly inflated for best traction.
- * Keep an automotive safety kit in your vehicle.

If you are driving in areas experiencing heavy rain or windy conditions, adjust your driving to fit conditions. Simple actions such as turning off your cruise control, staying alert for downed trees, and taking caution around a blind corner can prevent accidents and injuries. Also, if you lose traction and your vehicle feels like it's floating, gradually slow down—avoid the urge to slam on the brakes.

PARKING LOT SAFETY



Parking lots can be dangerous places, especially as inclement weather and the holiday frenzy ramps up. The problem is often twofold—limited visibility and distraction. Avoid causing a parking lot accident or becoming a victim, follow these safety tips:

- * Do not talk on the phone or use headphones in a parking lot.
- * When walking in a parking lot, stay to the sides of

the aisle and watch for cars.

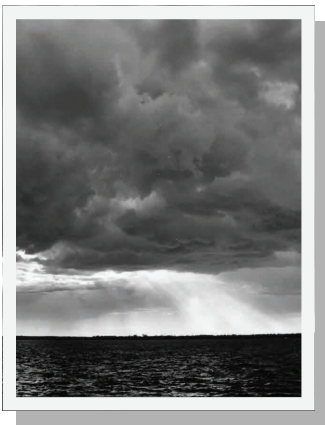
- * When walking in an icy lot (or any lot for that matter) make eye contact with an approaching driver. Stop if you don't think the driver has seen you.
- * Wear boots or shoes with nonslip soles and good ankle support. If necessary, carry your work shoes with you and change inside.
- * Rain and inclement weather can muffle engine sounds; don't rely solely on hearing to know if a vehicle is coming. Electric and hybrid vehicles are especially quiet
- * Do everything you need to do (adjusting seat, etc.) **before** you exit the parking space.
- * Obey parking lot speed limits and lane designations; don't cut diagonally across the lot.



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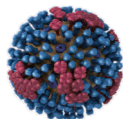
PREPARE FOR THE NEXT STORM WITH THESE COLD

For those working in the cold, OSHA recommends the following:



- * Take frequent short breaks in warm, dry shelters and avoid exhaustion or fatigue because energy is needed to keep muscles warm.
- * Drink warm, sweet beverages and avoid drinks with caffeine. Avoid smoking or drinking alcohol as nicotine and alcohol reduce the body's ability to regulate and conserve heat.
- * Work in pairs so that you can keep an eye out for one another.
- * Choose a clothing mix that includes an inner layer like thermal underwear and an outside insulating layer. Note that more insulation is not necessarily better, as too much can cause sweating. Water-repellent, wind-resistant garments help keep the cold away from the body.
- * Avoid perspiration and keep clothes dry inside and out.
- * Protect the extremities when working in cold, as they are the first to lose heat and a good indication that your body temperature has dropped.

FLU FACTS



A survey by Kimberly-Clark Professional (KCP) found that 59 per- cent of people go to work when they're sick. Three out of 10 said it was because they were too important to the business operation to stay home.

Spreading cold and flu germs is easy. All it takes is a cough, a sneeze, or an unwashed hand touching an elevator button or stair railing. SBCCD recommends that all employees wash, wipe, and sanitize on a regular basis. Also:

Speak up. Ask your supervisor to provide hand sanitizer, disinfecting wipes, and other products to help break the chain of germ transmission.

Cover. Cover your nose and mouth with a tissue when you sneeze and throw the tissue away. If no tissue is handy, cough or sneeze into the inner part of your sleeve at the elbow.

Stay home. If you get a flu-like illness, the Centers for Disease Control and Prevention recommend staying at home away from others for at least 24 hours after the fever is gone.

Questions about this newsletter?

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MANAGING HOLIDAY STRESS

Millions of Americans experience increased stress levels around the holidays. Stress is not only a health risk, it's also a safety risk. Stressed out workers are more likely to have accidents. Fortunately, there are some simple ways you can manage holiday stress and still keep safe and enjoy the season.

Plan. The earlier you make arrangements for parties, presents, travel, and so on, the less pressure you'll feel.

Scale back. Cut back on or eliminate one stressful part of the holiday season. You don't have to do it all!

Don't skip meals. Getting proper nutrition when you're on the run is essential for avoiding headaches and keeping your energy up.

Stick to normal sleeping and waking times. Lack of sleep can add to stress and tension.

Drink in moderation. Sip alcoholic beverages slowly. Alternate nonalcoholic beverages, such as soda or water, with alcohol.

