

**HOLIDAY SAFETY CHECKLIST**

- ❑ Use only UL-approved electrical decorations and extension cords.
- ❑ Inspect all lights and cords before you trim the tree.
- ❑ Place your tree away from heat sources.
- ❑ When buying a real tree, choose a fresh one, and give it up to one gallon of water a day to keep it fresh.
- ❑ Turn off tree lights before leaving home or going to sleep.
- ❑ Keep candles away from trees, curtains, decorations, and flammable liquids.
- ❑ Place candles where they can't be tipped over by children or pets.
- ❑ Never leave candles unattended, and make sure candles are out throughout the house before going to bed.
- ❑ Keep your tree, carpets, and furniture at least 4 feet from a fireplace or wood-stove in use.
- ❑ Protect from sparks with a fireplace screen or glass doors.
- ❑ Never dispose of wrapping paper, gift boxes, or ribbons in the hearth.

**TOYS FOR TOTS**

Special care is needed for toys for children under 3 years of age. They just love to put things in their mouths, and every year we hear of tragic deaths due to choking. So make sure toys for tots don't have pieces that can be swallowed. Cords and strings can also be dangerous as well as sharp edges and points.

Even older children may have to be taught to use new toys safely. Always read the manufacturer's instructions with them and watch to see that they're following all the safety guidelines.



"Sir, is that eggnog I smell on your breath?"

**HOLIDAY RIDDLES**

- 1). What do snowmen eat for breakfast?
  - 2). What do you get when you cross a snowman and a vampire?
  - 3). What kind of bird can write?
  - 4). Why did the turkey join the school band?
  - 5). What did the Gingerbread man put on his bed?
  - 6). What reindeer has the cleanest antlers?
- See page 2 for answers in **Safety Bits and Pieces**.

# Safety Matters



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## 'Tis the Season to Be Jolly

### It's also a time to party responsibly

December is **National Drunk and Drugged Driving Month** for good reason. Holiday parties and drinking contribute to many impaired driving accidents. Before you get behind the wheel this holiday season, remember these facts from the National Commission Against Drunk Driving:

- ☆ Three critical skills for safe driving are judgment, vision, and reflexes. Alcohol and drugs impair all three.
- ☆ Driving skills can become impaired well before you reach the legal blood alcohol limit.
- ☆ Alcohol can have a different effect each time you drink, depending on whether you've eaten, what you've eaten, your mood, your metabolism, how tired you are, and other factors.
- ☆ A 12-ounce can of beer, a 5-ounce glass of wine, and a 1 1/2-ounce shot of liquor all have about the same amount of alcohol.
- ☆ The body eliminates alcohol at a rate of about one drink per hour.
- ☆ If you drink or take drugs and drive, you could be arrested for, and convicted of, DUI and lose your license. Worse, you could injure or kill someone—perhaps even a member of your own family.

With those sobering thoughts in mind, follow these tips for partying responsibly:

- ☆ Decide who will be the designated driver before you go to a party.
- ☆ If you drink too much and don't have a designated driver, leave your car and get a ride, take a cab, or use public transportation.
- ☆ Never ride with someone who's been drinking.
- ☆ Remember that the combined effect of alcohol and drugs will impair your driving ability much quicker and more severely.
- ☆ Keep a safe distance from anyone who is driving erratically.
- ☆ Always wear a seat belt, require passengers to buckle up, and secure little ones in child safety seats.

And if you host a holiday party:

- ☆ Always serve food and have nonalcoholic drinks available.
- ☆ Stop serving alcohol and bring out the coffee an hour before the party ends.
- ☆ Don't let guests who've overindulged drive.
- ☆ Never serve alcohol to someone under the age of 21.

### SAFETY TIP OF THE MONTH

Did you know that frequent and careful handwashing is one of the best ways to prevent infection? If soap and clean water are not available, use an alcohol-based hand rub to clean your hands. Alcohol-based hand rubs significantly reduce the number of germs on skin and are fast acting.

## Safety Bits and Pieces

### BAH HUMBUG! OR HAPPY HOLIDAYS?

- ☆ Do you become anxious or depressed as the holidays approach?
- ☆ Do you get a knot in your stomach when you consider shopping and preparations?
- ☆ Do you worry about having a "perfect" holiday?
- ☆ Do you have an urge to punch somebody when you're fighting crowds at the mall?
- ☆ Do you have a lot of people in your life to please this holiday season?
- ☆ Between work and family are you pressed for time when it comes to holiday shopping, cooking, and decorating?
- ☆ Do you sometimes wish you could hop a plane to fly away from holiday hoopla?

If you're experiencing any of these symptoms, you're not sick. You're just suffering from a good old case of holiday stress. And you're not alone. Millions of Americans experience increased stress levels around the holidays.

Making merry can take a lot out of you. But don't worry, there are some simple ways to manage holiday stress and still enjoy the season. Here are some helpful hints:

- ✓ **Give yourself a break.** You, your family, and friends can still have fun even if everything isn't perfect.
- ✓ **Scale back a little.** Cut back on or eliminate one stressful part of the holiday season. You don't have to do it all!
- ✓ **Ask, don't guess.** Ask people what they want for presents. Think of all the time and effort you'll save—and you'll be able to give just the right thing.

### WANT TO PREVENT TRIPS AND FALLS?

There are many things you can do to prevent workplace trips and falls. Here's what NOT to do:

- ⊗ Don't leave tools, equipment, materials, boxes, cords, or hoses in walkways.
- ⊗ Don't leave anything on stairs.
- ⊗ Don't carry a load you can't see over.
- ⊗ Don't leave drawers open.
- ⊗ Don't leave your shoes untied.
- ⊗ Don't run from place to place or up or down stairs.
- ⊗ Don't pass by a trip hazard. Pick it up, move it, or report it.

### RIDDLE OF THE MONTH ANSWERS:

1. Frosted Flakes
2. Frostbite
3. A pen-guin
4. He brought the drumsticks!
5. A cookie sheet
6. Comet

# Heads Up!

## Protect your head on the job

Every year 1 out of every 25 people suffers a head injury. At least 120,000 disabling head injuries occur in the workplace annually. That's over 300 a day! And you know what? Almost every one of those injuries could be prevented if American workers wore a hard hat whenever there was a risk of head injury.

There are four kinds of hazards that could injure your head:

1. **Falling or flying objects**, which can cause skull fractures, concussions, contusions—the most serious kind of head injury that can result in a coma, neck injuries, and death
2. **Something you bump your head on or against**, which can cause scalp wounds and bruises, concussions, or even death
3. **Electricity**, which can cause a shock, electrical burns, or death
4. **Splashes from chemicals or molten metals**, which can cause severe burns or even death

Don't take the risk. Know when a hard hat is required, and always wear one when necessary to prevent injuries.

### Quotation of the Month

"The joy of brightening other lives, bearing each others' burdens, easing other's loads and supplanting empty hearts and lives with generous gifts becomes for us the magic of the Holidays."

W. C. Jones

### On the Lighter Side



# Are You Well Informed?

## 15 things to know about safety

Exactly what you need to know depends on the tasks you perform. But here's a list of 15 basics everybody needs to know about safety on the job. Do you know:

1. All the hazards in your work area?
2. The specific hazards involved in each task you perform, including tasks you perform only occasionally?
3. The hazards associated with other areas of the facility where you may need to go during the workday?
4. All safety policies and work rules applicable to the job you are doing?
5. The safety practices and procedures to prevent accidents, injuries, and work-related illness?
6. How to respond to and report workplace accidents?
7. The location of emergency equipment, such as fire extinguishers, eyewash stations, emergency alarms, and first-aid supplies?
8. Smoking regulations and designated smoking areas?
9. Emergency reporting, evacuation procedures, and exit routes?
10. Who to talk to about safety questions and problems?
11. Safe housekeeping rules and your housekeeping responsibilities?
12. Facility security procedures and systems?
13. How to use tools and equipment safely?
14. Safe lifting techniques and material-handling procedures?
15. First aid for common workplace injuries associated with the work you and your co-workers do?

*Best Wishes for a Safe and Happy Holiday Season!!*