

RESPONSIBLE PARTYING

Follow these tips:

- ⊕ Decide who will be the designated driver.
- ⊕ If you drink too much and don't have a designated driver, leave your car, get a ride, take a cab, or use public transportation.
- ⊕ Never ride with someone who's been drinking.
- ⊕ Know that the combined effect of alcohol and drugs will impair your driving ability much quicker and more severely.

If you host a holiday party:

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

OFFICE DECORATING DON'TS

- ⊕ No decorations made of flammable or combustible materials
- ⊕ No electric lights on metallic trees or live trees
- ⊕ No decorations blocking emergency exits and signs, fire alarms, extinguishers, and sprinklers
- ⊕ No decorations in stairwells or fire exit corridors
- ⊕ No lighted candles
- ⊕ No stapling of light cords to the wall
- ⊕ No cords in aisles, dangling over partitions or from desks, or anywhere they could be pulled or tripped over
- ⊕ No holiday lights left on overnight or on weekends



Rudolph's nose + straw = electrical fire hazard.

HOLIDAY RIDDLES

- 1). What do you call a cow that lives at the North Pole?
- 2). What vacuum does Rudolph use?
- 3). What goes Ho! Ho! Swoosh... Ho! Ho! Swoosh!?
- 4). Where do polar bears vote?

Answers on page 2 Safety Bits and Pieces

Safety Matters

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Happy and Safe Holidays

'Tis the season to follow precautions

The holiday season is here, and along with the decorations, shopping, and celebrations comes a heightened concern for safety. All the activities, partying, driving, and stress associated with the holiday season can increase the risk of accidents. Take holiday precautions to have a happy and safe holiday.

Safety on the Job

With all the activity and stress of the holidays, some workers might be distracted on the job with thoughts about holiday plans, and that could lead to carelessness and accidents. Others might not be getting as much sleep as usual, what with parties, shopping, and other after-work holiday activities. This means people might come to work tired, or even a little hung over, and that could be dangerous. Guard against any of these situations happening to you.

Safety at Home

Home fires are a special problem this month because of decorations, candles, and other potential fire hazards. Don't let your home safety guard down this month when the decorations go up. Take these tips:

- ⊕ Make sure all decorations are made of fire-resistant materials.
- ⊕ Keep decorations and trees clear of sources of heat or flame such as radiators, fireplaces, and candles.
- ⊕ Don't overload electrical outlets by inserting too many plugs into one outlet.
- ⊕ Avoid lighted candles. Many holiday home fires are started by candles. If you do use them, place them far away from combustibles like curtains and in a place where they can't get knocked over. Never leave candles burning in an empty room.
- ⊕ Keep natural Christmas trees moist—dry needles can catch fire. Trees need up to a gallon of water a day to keep fresh.
- ⊕ Turn off holiday lights when you're not home.
- ⊕ Don't use a fireplace without a metal screen or glass doors in place, and don't burn wrapping paper in the fireplace.
- ⊕ Don't leave discarded gift wrap near a fireplace, candles, or heat sources.
- ⊕ Use only UL-approved extension cords and lights.
- ⊕ Don't run extension cords under rugs or staple them to the wall or floor—you could damage the insulation, expose the wires, and start a fire.
- ⊕ Use lights and extension cords outdoors that are waterproof and approved for outdoor use.

SAFETY TIPS FOR THE HOLIDAYS

Follow these safety tips as you shop during the holidays and year round:

- Walk confidently and be alert.
- Don't burden yourself with too many bags or packages.
- Don't display large sums of cash.
- Carry your handbag or purse close to your body with the clasp or flap toward you.
- Don't carry your wallet in your back pocket.
- Shop with friends whenever possible.



SLIP, SLIDIN' AWAY

Did you know?

- Falls are among the most common cause of injury both on and off the job.
- Several hundred thousand American workers suffer injuries from falls on the job every year. Although slips and falls usually aren't fatal, they can cause serious damage, like broken bones and back injuries.
- Awareness on the part of employees and an emphasis on indoor and outdoor maintenance on the part of management can prevent most slip-related accidents.

To minimize falls:

- Clean up spills of materials you are authorized to handle, such as water or coffee.
- Report other spilled materials as soon as you spot them.
- Fix or report hazardous conditions anywhere inside or outside your facility.
 - Know how, and to whom, to report any slipping hazards you can't clean up effectively inside.
 - Report any slipping hazards you notice outside on walkways, in parking lots, or anywhere else on the property.

Quick cleanup takes away a hazard before it even becomes one. And quick reporting can get maintenance to the scene quickly where they can remove the hazard before you, co-workers, visitors, or customers slip and fall.

HOLIDAY SEASON RIDDLES ANSWERS

- 1). An eski - moo
- 2). A Hoof-er
- 3). Santa caught in a revolving door!
- 4). The North Poll

On the Lighter Side...



QUOTATION OF THE MONTH

"How far you go in life depends on your being tender with the young, compassionate with the aged, sympathetic with the striving and tolerant of the weak and strong. Because someday in your life you will have been all of these."

George Washington Carver (1864 - 1943)

American scientist, botanist, educator, inventor

From the State of Delaware's Office of Highway Safety... Drive Safe this Holiday

In years past, Driving under the Influence has been the biggest concern during the holiday, but statistics show that Aggressive Driving is becoming an even bigger problem...killing more people than impaired driving. In response, OHS is reminding everyone to drive safely during the holidays by following these tips:

- **Slow Down.** Obey the posted speed limit signs on the roadways.
- **Obey Traffic Signs and Signals.** Stop fully at all stop signs and look in all directions before you proceed through a traffic light.
- **Use Turn Signals When Changing Lanes.** Make sure you use your turn signals when making a lane change and also check your blind spots.
- **Watch out for other Cars and Pedestrians.** Minimize distractions in the car (cell phones, radios, arguing children or family members) so you can stay focused on the task of driving and are prepared for the unexpected.
- **Never Drink and Drive.** Use a designated driver every time, if you're planning to enjoy a few cocktails at that holiday gathering.
- **Buckle Up.** It's the law and your best defense against impaired and aggressive drivers.

The Safe Family Holiday Campaign runs Thanksgiving through New Year's Day and is OHS's major traffic safety initiative for the holiday season. It includes a combination of high visibility enforcement, public awareness activities, and media messaging aimed at stopping impaired and other dangerous drivers. This year, in addition to DUI checkpoints and DUI patrols, police will be looking for aggressive drivers. **Slow Down. Arrive Alive DE.**

Wishing You a Safe and Happy Holiday Season!!

Back to Basics

Lift safely to protect your back

Avoid lifting and lowering objects to and from a high shelf, but if you must:

- Climb on a platform or step stool so your shoulders are as high as the shelf.
 - Place the step stool as close as possible to the shelf.
 - Lift the load in several segments if possible.
 - When lowering a load, push up on it to see how heavy and stable it is.
 - Slide the load as close to yourself as possible before lifting.
 - Grip the item firmly and slide it into your arms.
- Here's how to lift from hard-to-get-at places:

- Get as close to the load as possible.
 - Keep back straight and stomach muscles tight.
 - Push buttocks out behind you and bend your knees.
 - Use leg, stomach, and buttock muscles to lift—not your back.
- Drums, barrels, and cylinders present special problems when lifting:
- If too heavy to lift comfortably, get help or use a special mechanical device.

Here's how to lift awkward objects:

- Plan the best way to grip the object securely before you lift.
- Bend your knees with feet spread.
- Use your legs to lift, keeping your back straight.

DID YOU KNOW???

Sledding can provide hours of fun and excitement, but it can also provide heartache and pain. Consider:

*During a recent 10 year period (1997 - 2007), almost 230,000 children and teens were treated for sledding injuries in emergency departments

* Sledding injuries break down as follows: 26% Fractures; 25% Bruises and Abrasions; 16% Cuts and Sprains; and 9% Traumatic Brain Injuries. The balance are miscellaneous injuries. The head is the most frequently injured part of the body.

* To reduce the risk of injury, pick a sledding area free of obstacles, avoid streets and highways, and use common sense (ie: don't pull sleds behind any moving equipment!).