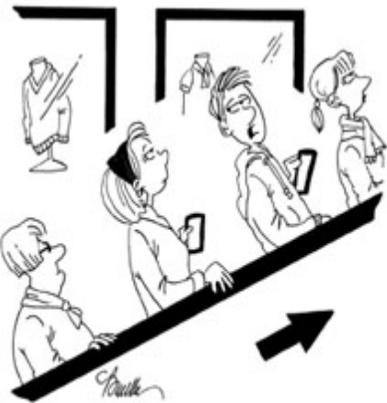


HAVE A HAPPY HOLIDAY!

Holidays are a great time to get together with friends and family and enjoy all the celebrations. But holidays can be stressful, too, with so many demands on your time on top of your already busy schedule.

For that reason, this month has been designated **National Stress Free Family Holidays Month**. Make your holiday less stressful by following these recommendations from the University of Cincinnati's Psychological Services Center:

- ❖ Set a reasonable spending limit for gifts and stick to it.
- ❖ Save time and buy the same gift for several people, especially if they're unlikely to compare notes.
- ❖ Realize you might not have time to see everyone you'd like to see. Draw up a prioritized list of holiday visits and see the people who are most important to you.
- ❖ Focus on the holiday traditions you really like and forget the rest. Or create your own family traditions.
- ❖ Get enough sleep so that you're not so worn out you can't enjoy yourself.
- ❖ Get at least 15 minutes of exercise every day during the holiday season. This will relieve stress, help you sleep better, and keep you from gaining weight.
- ❖ Above all, keep your expectations reasonable. Accept the fact that nothing's perfect and some things might not turn out as you hoped. Go easy on yourself. Focus on the things you enjoy and avoid the things that cause stress.



"I'm getting something high-tech for my parents. Something they won't be able to figure out and will eventually give to me."



Take it slow while shoveling snow!

Safety Matters



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HOLIDAY SAFETY TIPS

You may think you know all about safety guidelines, but the Consumer Product Safety Commission asks that you take a few minutes to review the following holiday safety reminders:

First, before crawling up on the roof to string the holiday lights, you should know that every year, hospital emergency rooms treat about 12,500 people for injuries, such as falls, cuts and shocks related to holiday decorating.

* **Candles:** They start about 11,600 fires each year, causing hundreds of injuries and deaths. Always keep burning candles in sight. Keep candles away from trees, curtains, decorations and flammable liquids and where they cannot be tipped over by either children or pets. Never leave candles unattended, and make sure candles are out throughout the house before going to bed.

* **Trees:** When purchasing an artificial tree, look for the label "Fire Resistant." It indicates that the tree will resist burning and any fire should extinguish quickly. When purchasing a live tree, check to see if it's green, needles are hard to pull off and they don't break when bent. Give a live tree up to one gallon of water a day to keep it fresh. Decorated trees cause 300 fires annually and \$10 million in damage.

* **Setting up a tree:** Place it away from heat sources. As a general rule, keep your tree, carpets, and furniture at least 4 feet from a fireplace, wood-stove or radiator in use. Place the tree away from foot traffic and don't block doorways.

* **Lights:** Use only UL-approved electrical decorations that have fused plugs. Discard any set that has broken or cracked sockets, frayed wires, or loose connections. Always replace any burned-out bulb with a bulb of the same wattage.

* **Extension Cords:** Use no more than three standard-size sets of lights per single UL-approved extension cord. Make sure the extension cord is rated for the intended use. Multiple cords should be plugged into a power strip that has a circuit breaker.

* **Outdoor lights:** Be sure they are certified for outdoor use. Fasten them to trees or other firm supports to protect them from wind damage. Use insulated staples. Or run strings of lights through hooks, which can be left up for next year's decorating. Turn them off when you go to bed or leave the house.

* **Ground Fault Circuit Interrupters (GFCIs):** Outdoor electric lights and decorations should be plugged into circuits protected by GFCIs. Portable outdoor GFCIs can be purchased where electrical supplies are sold.

* **Ladders:** If you wish to place decorations above where you can safely reach be sure to use a ladder. When you use a ladder follow safety procedures for correct ladder usage as outlined in November's **Safety Matters** article **Decorating for Christmas**.

SAFETY TIP OF THE MONTH

Choose a bank with an ATM located in a highly visible, well-lighted area.

- ❖ If you must withdraw money from an ATM after dark, have someone accompany you. Also, try not to make large cash withdrawals.
- ❖ If you see anyone loitering near the machine who looks or acts suspicious, walk away.
- ❖ Minimize time spent at the ATM by having your card in your hand and resisting the temptation to count the money after it has been dispensed.

❖ While using an ATM, look around from time to time and be aware of what's going on around you. If anything suspicious happens, immediately cancel your transaction and leave.

❖ Never leave your receipt in the machine. Also, keep your receipts so you can check them against your monthly bank statements.

RIDDLES OF THE MONTH

- 1) What is in seasons, seconds, centuries and minutes but not in decades, years or days?
- 2) What is a reindeer's favorite instrument?
- 3) What do you call Santa if he stops moving?
- 4) Which elf was the best singer?
- 5) How do you scare a snowman?
- 6) If athletes get athlete's foot, then what do astronauts get?

Answers on Page 2 Safety Bits & Pieces



14 things to know about safety

Exactly what you need to know depends on the tasks you perform. But here's a list of 14 basics everybody needs to know about safety on the job:

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

If you are unsure about any of the above mentioned items be sure to speak with your supervisor and get the necessary safety training.

HAZARDOUS WINTER CONDITIONS

Accident numbers grow, whether you're walking or riding on ice and snow. In wintery driving conditions, keep this keyword in mind: SLOW.

It means slower speed, slower acceleration, slower steering and slower braking. Slow means it will take longer to get where you're going, so be patient and leave with time to spare.

A few things to remember:

- ☛ Your headlights should be on.
- ☛ Four-wheel drive won't help you stop any faster.
- ☛ Abrupt action while steering, braking or accelerating could make you lose control of the vehicle.
- ☛ Make your own driving decisions. Cruise control can't see ahead or judge the condition of the road.

Dealing with snowplows:

- ☛ The Department of Transportation cautions you never to crowd a snowplow. The front of the plow extends several feet and may cross the centerline or shoulder.
- ☛ Give plows plenty of room. They turn and exit frequently. Stay back about 15 car lengths.
- ☛ Snowplows can throw up a cloud of snow. Never drive into a snow cloud. There could be a plow inside.
- ☛ If you are behind a plow, stay there or use extreme caution when passing.

Safer walking

- ☛ If you are forced to walk in the street because there is deep snow on the sidewalk, wear bright colors so cars can easily see you.
- ☛ Wear shoes or boots that have traction, or wear ice-traction slip-ons over your shoes.
- ☛ Pay attention to where you are walking. Don't be on a cellphone.
- ☛ Avoid carrying things, especially larger packages, which could throw you off balance.

DID YOU KNOW...

The maximum weight of combined passengers and cargo is listed on the "Tire and Loading Information" decal on the doors of 2006 and newer cars. Automakers could claim they don't have responsibility for a component failure or a crash if the vehicle is overloaded.

Many two-seat cars such as the Mazda MX-5 are certified to carry only 365 to 400 pounds. Many five-passenger vehicles are rated about 850 pounds, maxing out if five occupants weigh more than 170 pounds each.

RIDDLES OF THE MONTH ANSWERS

- 1) The letter "n"
- 2) Horns
- 3) Santa Pause
- 4) ELFi's Presley
- 5) You get a hair dryer
- 6) Missile- toe



From the State of Delaware's Office of Highway Safety... Responsible Party Planning

Whether you are hosting a small get together or a big celebration, it is the responsibility of the host to make sure that each car leaving the event has a designated, sober driver. Here are some helpful suggestions to make your party a huge success.

- **De-emphasize alcohol by creating alternative activities.** If your guests are busy having fun, they are not busy drinking. Fun activities aren't just for kids... pull the board games out of the closet!
- **Always serve food.** Is the centerpiece of your party the food? Encourage guests to eat a variety of foods that are high in protein. Meats and cheeses are great choices that slow the absorption of alcohol into the blood stream. Add shrimp cocktail, smoked fish, and crab dip to the line-up and your party is sure to be a hit.
- **Don't make the bar the main attraction.** Consider appointing someone responsible to measure and pour alcohol.
- **Offer a variety of non-alcoholic beverages.** It's never been easier to offer a selection of non-alcoholic drinks, ranging from alcohol-free beer and wine, to punch and sparkling waters, to fruit smoothies.
- **Party's end.** Stop serving alcohol at least one hour before guests leave. Only time can reduce the amount of alcohol in one's system.

Remind friends and family that you can't hide from a DUI – but, you can avoid getting one in the first place. Don't ever let someone you know get behind the wheel after they have been drinking. Always remember this simple tip: if you are going out and plan to drink, then plan for a sober driver too.

Drive Sober. Arrive Alive DE.

For more information about Safe Family Holiday, go to www.ohs.delaware.gov.

ON THE LIGHTER SIDE



QUOTATION OF THE MONTH

