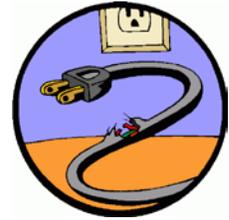


Cords

If hanging up light strands, ensure that cords are intact and no frayed wires or cracked sockets are present. Don't staple or tack them in place! If the cord is damaged, contact MCC Recycling for pick up and safe disposal.



Do not hang any cords from the ceilings. They must be 24" below ceiling height.

Don't climb on chairs or tables to hang up decorations. Only use a stepladder or stepstool.

Make sure cords aren't draped in ways that impede safe flow of people and equipment through the area. Cords should not be placed across walking paths. Trips and falls are the most common workplace injury, and most can be avoided by everyday safe housekeeping measures.



Don't overload your outlets! Make sure that the outlet or power strip you are using can handle the voltage/wattage of ALL devices plugged into it.

Turn off all plugged-in devices at the end of the day. It not only saves energy, it reduces the chance of overheating items that can cause fires overnight. Someone should be assigned to turn things off, and someone should be assigned to double check!

Other displays

If you put up a tree or other large display, make sure not to block fire extinguishers, AED units, Alertus beacons, signage, or exit paths. Don't narrow pathways by putting up freestanding decorations that protrude into walkways.

All decorations must be kept at least 24 inches below the ceiling. Do not tuck items into ceiling panel supports to hang them...fires spread more quickly when you give them easy access to move upward. Even if your decorations aren't near the ceiling, make sure that if you rearrange other things to decorate, you don't stack anything within 24 inches of the ceiling (or within 18 inches of a sprinkler head).

Ensure your decorations use only non-combustible or flame-resistant materials.



Potlucks and parties:

- ✓ Make sure to wash hands often and provide clean serving utensils
- ✓ Consider posting the contents of each dish nearby to avoid allergic reactions to things like dairy, gluten, and nuts
- ✓ Don't leave unwrapped candy out for public consumption. We are approaching cold and flu season, and germs can be easily spread via the many hands in a community candy dish
- ✓ Ensure cold foods are kept at cold temperatures to avoid foodborne illness. You can keep things cold longer by putting the serving dish or condiment into a larger serving bowl filled with ice
- ✓ With more people milling around, ladies, make sure to lock up your purse. Also watch for uninvited people that walk into private work areas while employees are distracted
- ✓ There will inherently be more clutter around during the holiday season, especially during departmental parties. Make sure to keep walkways clear and drawers closed to avoid falls, and do basic housekeeping a few times a day to keep areas clean and safe.



Candles

While candles smell and look great, they are never permitted in work areas. Consider using flameless candles or plug-in scented warmers. Always take into consideration that some coworkers might have sensitivity to strong scents.

Candles contribute to 10,000 fires per year. According to OSHA, about 200 employees per year die in workplace fires, and another 5000 are injured. 85% of workplace fires are caused by factors related to human behavior rather than equipment failure.

HAPPY HOLIDAYS!