



# ENVIRONMENTAL HEALTH AND SAFETY SAFETY BRIEF



## The 12 Days of Safety

It's the holiday season, but whether you're decorating your cubicle or office, remember to keep safety a top priority and follow all departmental policies and protocols.

 <p><b>1</b></p> <p>Don't stand on a chair to hang decorations. Use a step ladder.</p>	 <p><b>2</b></p> <p>Never hang decorations from fire sprinklers.</p>	 <p><b>3</b></p> <p>Decorations should be 18 inches below fire sprinklers.</p>	 <p><b>4</b></p> <p>Ensure all electrical items are nationally certified.</p>
 <p><b>5</b></p> <p>Inspect all lights &amp; cords for damage before use.</p>	 <p><b>6</b></p> <p>Avoid overloading electrical outlets.</p>	 <p><b>7</b></p> <p>Never try to make a 3-prong plug fit into a 2-prong outlet.</p>	 <p><b>8</b></p> <p>Turn off all decorations before leaving work.</p>
 <p><b>9</b></p> <p>Don't place extension cords in high-traffic areas.</p>	 <p><b>10</b></p> <p>Don't connect power strips to other power strips.</p>	 <p><b>11</b></p> <p>Never nail or staple cords to walls or other items.</p>	 <p><b>12</b></p> <p>Don't place extension cords in walls or ceilings.</p>

*Happy Holidays!* FROM ENVIRONMENTAL HEALTH AND SAFETY