



RISK MANAGEMENT
SAFETY AND
LOSS CONTROL

Risky Business

SAFETY & LOSS CONTROL NEWS — NOVEMBER 2021

VOL 6, NO 11

**THIS
MONTH'S
SAFETY
EMPHASIS IS
SAFETY
COMMITTEES**

INSIDE:

- Great Shakeout Success! 3
- Keeping Your Committee Fresh 3
- Training Calendar 5
- Hazard Assessments 101 6
- Make Your Safety Committee Thrive 9
- Training Time 10
- Severe Weather 12
- Prevent COVID-19 14
- We Want to Hear From You! 14
- 'Tis the Season to Be Safe 15

Collaboration and Action



An engaged and properly-represented safety committee is an invaluable tool. These committees bring employees together through regularly scheduled meetings where safety issues are discussed and addressed. The primary purpose of these committees is to prevent injury and illnesses at the workplace while spurring involvement and collaboration to continuously improve safety for all employees. The committee should reflect a diverse cross-section of the work force and be comprised of managers, first-line supervisors, and employee representatives to provide a voice across all organizational levels. Your department's safety committee work's diligently to encourage and maintain a safe work environment for all County employees. If you have a safety concern or suggestion for improvement, your safety committee wants to hear from you!

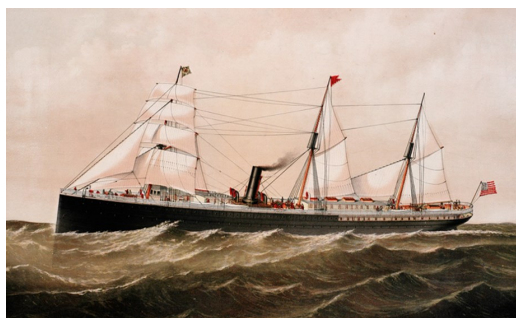
~Kayvan Vafa

A Step in the Wright Direction

by Norman Wright

Just after midnight on February 22, 1901, the 345-foot passenger iron hull steamship the *City of Rio de Janeiro* anchored in heavy fog outside the Golden Gate of San Francisco Bay. She left Hong Kong more than a month before and was three days behind schedule. At

5:00 AM, yielding to pressure from the U.S. Consul General to Hong Kong who was returning to participate in William McKinley's inauguration, the ship proceeded to enter the Bay. The *City of Rio de Janeiro*, under the direction of Frederick Jordan, a local ship pilot with 20 years of experience, sailed into the San Francisco Bay in zero visibility while the ship's master was in his bunk below deck. In my youth, I learned from movies and books that when people were lost and without any external means of determining direction, they tended to walk in circles. They would at



SS City of Rio de Janeiro

(SEE WRIGHT PAGE 2)

Wright Direction *continued...*

some point return to a place they had been before. The belief that people walk in circles was based on anecdotal evidence. Explanations were given that one leg was longer or stronger than the other. It wasn't until 2009 that the Max Planck Institute for Biological Cybernetics in Tübingen, Germany, would run empirical studies verifying that people do walk in circles.



Participants PS, KS and RF walked on a cloudy day. When SM walked, the sun was visible (except for the first 15 min). © Jan Souman, Google Earth

The Max Planck Institute results showed that people could not keep a straight path unless the sun or moon were visible. As soon as the sun disappeared behind some clouds, they started to walk in circles without even noticing it. Without a visual guide, they wandered in circles.

Without direction, we tend to wander aimlessly. Without direction, safety programs do not yield the desired result. A safety program needs direction that comes from a safety committee to reach safety goals.

Title 8 California Code of Regulations section 3203, Injury and Illness Prevention Program (a)(3) states "Include a system for communicating with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions de-

**Without
clear
direction
safety
goals
cannot
be
achieved**



(SEE WRIGHT DIRECTION PAGE 4)

Great Shakeout Success!



**Thank you to all that participated in this year's Great Shakeout Drill!
Public Works Admin showing they can Duck, Cover and Hold On
when an earthquake strikes! Are you prepared?**

Keeping Your Committee Fresh

Safety committees are an integral part of the County's overall safety culture. But over time, even the most well-planned and well-executed safety committee can become dull and lose its effectiveness. If committee members no longer enjoy the meetings or perceive them as unbeneficial, the effectiveness of the committee may degrade, and employees looking to the committee for guidance may in turn lose confidence in safety procedures and processes. Here are a few fun and creative safety committee ideas to consider:



- ❖ Rotate committee members every two to four years, allowing more employees to benefit from committee membership
- ❖ Invite guests subject matter experts and front-line workers to meetings to discuss areas of concern at the job site
- ❖ Allow time in the meeting for the discussion of monthly safety emphasis topics
- ❖ Incorporate team-building exercises, quizzes, games, or videos
- ❖ Recognize employees engaged in finding and solving safety hazards
- ❖ Share safety-relevant personal experiences or stories
- ❖ Do not exceed the allotted time. Move items not covered to the next meeting's agenda

Wright Direction *continued...*

signed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. Substantial compliance with this provision includes meetings, training programs, posting, written communications, a system of anonymous notification by employees about hazards, labor/management safety and health committees, or any other means that ensures communication with employees.”

The Safety Committee should meet as often as necessary but not less than quarterly. An agenda should be published and available to all employees in advance of meetings to allow for suggested additions to be made by committee members and the general labor force.

It is important that minutes are taken of the meetings, but they need not be complex. It is, however, necessary to record:

- Date, time, and location of the meeting
- Names of those present
- Issues discussed
- Recommendations
- Individuals or groups responsible for actions

Supportive documents may also be attached to the minutes (e.g., audit reports, management responses, and loss control reports). Minutes should be posted on appropriate bulletin boards to allow access for all employees.

The Safety Committee is responsible for:

- Studying Incident and Near Miss Report, Incident Investigation Forms, Loss Control Reports, and Safety Audits to identify unsafe and unhealthy conditions and practices, together with recommended corrective actions
- Reviewing the introduction of new materials, chemicals and procedures to ensure:
 - ◆ That they can be used safely and are compatible with those currently in use
 - ◆ Effective training can be provided
 - ◆ Appropriate personal protective equipment (PPE) is available
- Reviewing reports and recommendations from safety representatives
- Reviewing the effectiveness of safety training
- Reviewing and assisting in communication and promotion of safety matters in the workplace



(SEE WRIGHT DIRECTION PAGE 8)

Important Safety Training Dates for 2021

Most in-person training classes are still suspended, but there are plenty of safety training classes available online at Vector Solutions and the County's Intranet! We are also excited to present a new offering of classes via ZOOM meetings and hybrid combinations of online/skills demonstrations. Consider these safety and compliance classes:

Required COVID-19 Training in Vector Solutions:

- TAILGATES - CCC - COVID-19 Safety Training
- TAILGATES - CCC - Emergency Evacuation Procedures during COVID-19

Required for Departmental Personnel Contracts in Vector Solutions

- COVID-19 - Reporting Positive Results to Public Health

General Coronavirus Training in Vector Solutions:

- Courses - Coronavirus 101 - What You Need to Know (Newest Version)
- Courses - Coronavirus 102 - Preparing Your Household
- Courses - Coronavirus 103 - Managing Stress and Anxiety
- Courses - Coronavirus 104 - Transitioning to a Remote Workforce
- Courses - Coronavirus 105 - Cleaning and Disinfecting Your Workplace

General Safety Training:

- CCC Injury and Illness Prevention Program (IIPP) Training
- CCC Wildfire Smoke Safety for Employees (Annual requirement)
- CCC Driver Safety Training
- CCC Office Ergonomics Awareness Training
- CCC Emergency Evacuation Procedures - All County
- CCC HSD 2021 Workplace Violence Prevention
- TAILGATE - Workplace violence
- TAILGATE - Shelter in Place Procedures - Violence

**Hybrid CPR Classes
Available Now!**

**Check Vector Solutions for
Dates and Instructions**

Log into the Vector Solutions website at www.targetsolutions.com/ccc for the full list of ONLINE, ZOOM, and HYBRID classes available now!

Hazard Assessments 101

Hazard assessments are one of the cornerstones of properly protecting employees from injury and illness in the workplace. Also known as a job hazard analysis (JHA) or job safety analysis (JSA), this technique focuses on job tasks as a way to identify hazards *before*

they can cause harm to employees. It examines the relationship between the worker, the task, the tools, and the work environment. Once the assessment has been completed, and if uncontrolled hazards are identified, steps can be taken to eliminate or reduce them to an acceptable risk level.

The Benefits: Employees can't be protected unless hazards are identified and risks controlled. So, not surprisingly, the primary benefit of these assessments is just that: identifying hazards before they can cause harm to employees. However, they have other benefits, such as safer, more effective work methods, reduced workers' compensation costs, and increased worker productivity. These assessments can also be a valuable tool for training new employees in the steps required to perform their jobs safely.

What Tasks Should Be Assessed? While a hazard assessment can be performed on any task in the workplace, it is important to prioritize them to address the greatest risk. When determining which tasks should be assessed, prioritize jobs:

- ⇒ With the highest injury or illness rates
- ⇒ With the potential to cause severe or disabling injuries or illness, even if there is no history of previous accidents
- ⇒ In which one simple employee error could lead to a severe accident or injury
- ⇒ That are new to your operation or have undergone changes in processes and procedures
- ⇒ That are complex enough to require written instructions

Identifying Hazards: When performing a hazard assessment, think like a detective. The goal is to discover and identify hazards that may have been missed or overlooked. Some ask during these assessments include:

What hazards are created based on the task performed?	What can go wrong?	What are the consequences?	How could safety issues arise?	Are there other contributing factors?	How likely is it that the hazard will occur?
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Hazard Assessments 101 *continued...*

Getting Started with Hazard Assessments: Hazard assessments may seem like an overwhelming process, but there are certain steps you can take to get started and ensure they are as useful as possible:

Review Accident History: Review with your employees your department's history of accidents and occupational illnesses that needed treatment, losses that required repair or replacement, and any 'near misses' events in which an accident or loss did not occur, but could have. These events are indicators that the existing hazard controls (if any) may not be adequate and deserve more scrutiny.

List, Rank and Prioritize Hazardous Jobs: List jobs with hazards that present unacceptable risks, based on those most likely to occur and with the most severe consequences. These jobs should be the first priority for analysis!

Conduct a Preliminary Job Review: Discuss with your employees the hazards they know exist in their current work and surroundings. Brainstorm with them for ideas to eliminate or control those hazards. **If any hazards exist that pose an immediate danger to an employee's life or health, take immediate action to protect them!** Any problems that can be corrected easily should be corrected as soon as possible. Do not wait to complete the job hazard analysis; this will demonstrate a commitment to the safety and health of employees.

Involve Employees: It is important to involve employees in the hazard analysis process. They have a unique understanding of the job, and this knowledge is invaluable for finding hazards. Involving employees will help minimize oversights, ensure a quality analysis, and get workers to 'buy in' to the solutions because they will share ownership in their own safety.



Performing Hazard Assessments

Watch the employee perform the job and list each step as the worker takes it. Point out that you are evaluating the job itself, not the employee's job performance! Record enough information to describe each job step without getting overly detailed. Avoid making the breakdown of steps so detailed that it becomes unnecessarily long or so broad that it does not include basic steps. You may find it valuable to get input from other workers who perform the same job. Later, review the job steps with the employee to make sure you have not omitted something. Include employees in all phases of the analysis from reviewing the job steps and procedures to discussing uncontrolled hazards and recommended solutions.

Wright Direction *continued...*

- Conducting periodic safety audits to determine the effectiveness of programming
- Assisting management in the development of workplace safety programs
- Assisting management conduct Incident Investigation and encouraging the reporting of incidents and near misses
- Providing direction to the Safety Coordinator and safety programs

The Max Planck study found that when participants did not have sensory signals to provide them directional information, they walked in circles, sometimes as tight as 20 meters in diameter. The circles were not attributed to the length or strength of legs as they made circles clockwise and counterclockwise alike. Without direction from a Safety Committee, a safety program may follow seemingly excellent safety goals without a positive impact on the specific workplace. Safety programs like those in the Max Planck study need to have a direction to reach goals. The Safety Committee provides the direction and keeps the safety programs on course.



Frederick Jordan, an experienced San Francisco Bay pilot, knew his position outside the Bay and the pier where the *S.S. City of Rio de Janeiro* was to dock proceeded through the Golden Gate without any visual cues. A simple task if landmarks were visible. Within minutes of entering the Bay, without any sensory direction, he proceeded on what he thought was the correct course and steered the ship onto a well-known reef near Fort Point. The ship sank in 10 minutes in 287 feet of water. Only 82 of the 210 souls on board the vessel survived. The *SS City of Rio de Janeiro* is referred to by historians sometimes as the “Titanic of the Golden Gate.”**



Make Your Safety Committee Thrive

Every employee can benefit from having an organized and functional safety committee staffed with involved, contributing employees. By incorporating and following some best practices, these committees can increase their effectiveness and start to see the fruits of their labor! Here are some recommendations for an effective safety committee:

Define Roles and Responsibilities

Develop a written mission statement. Clearly define the duties and responsibilities of the members. Identify and prioritize goals, and establish action plans to achieve each goal.

Conduct Meetings Regularly

Meetings should be scheduled at least quarterly with a planned agenda and last no more than 1 hour. Limiting meetings to 1 hour keeps things moving and the agenda on track.

Review Incident Investigations

Digging deep into the circumstances of accidents will help you prevent them in the future. Identifying root causes can also help identify improvements in processes and procedures.

Look for Trends

Analyze patterns in injuries and near-misses. If trends are identified, focus on the activity that was taking place when the injuries or near-misses occurred to identify areas for improvement.

Conduct Inspections

Conduct safety inspections to identify operational hazards and observe employee work methods. These inspections can help gauge the effectiveness of safety procedures.

Eliminate Hazards

Effective safety inspections need follow-through! Eliminate unsafe conditions and correct unsafe behaviors. Document inspections and corrective measures.

Take Action

Following up and taking action are key! If an injury or near-miss occurs, take action to prevent similar incidents from occurring. Follow up to ensure corrections are made quickly, which may include safety training, additional equipment, or safer work methods.

Promote Safety

Promoting safety to employees reminds them of its importance and will increase their awareness of hazards. Various types of safety promotions can work, so get creative! Recognize employees who follow and promote safety.



TRAINING TIME

...is *all* the time!

Compliance Trainings

- ✦ COVID-19 Trainings (see article for training links)
- ✦ [Mandated Child Abuse Reporting Training](#)

Upcoming Trainings (2021)

Art of Managing and Supervising People (AMSP) – Onsite

- See Vector Solutions Bulletin Board

Email [Ivy Hughes](#) for enrollment.

Training Time Resources

- ✦ [Global COVID-19 Prevention](#)
- ✦ [3 Ways to Be a Better Ally in the Workplace](#)

Training Unit Contacts

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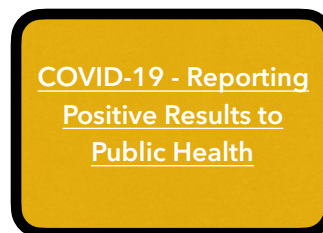
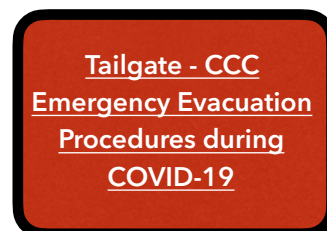
Training Manager

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Keeping Up With Compliance

Almost two years after the start of the COVID-19 pandemic, it remains absolutely critical to continue capitalizing on ways to stay safe and healthy. Some methods of staying safe and healthy come in the form of compliance trainings. In addition to the Anti-Harassment and Workplace Diversity compliance trainings that are commonly mentioned in Training Time articles, there are COVID-19 trainings on Vector Solutions that are compliance trainings, meaning that they **must** be completed. These trainings include:



Required for
Departmental Personnel Contact

These trainings are also listed on the blue page of Risky Business, titled "Important Safety Training Dates for 2021." If you identify a training that you have not completed, you can assign the training to yourself and complete it on [Vector Solutions](#). After logging in, click on "Self-Assign" in the left-hand column on the Home page. Type "Workplace Diversity" into the search bar and click on the desired course when it appears in the box below the search bar. Click on "Launch Course," and the training will begin. **If you are a VSPOC, we encourage you to run a report(s) to ensure that your staff is in compliance with these training requirements.** If staff members have not completed the training yet, you can create the assignment for them in Vector Solutions.



Another compliance training that must be completed by *specific* employees is the Child Abuse: Mandated Reporter Training for California. This training is a compliance training due to the Child Abuse and Neglect Reporting Act (CANRA), which is “the California law requiring employers to identify and train those employees who are mandated reporters.”¹ Several laws passed in 2015 changed CANRA, altering the training requirements for various agencies with mandated reporters. Under these 2015 laws, multiple changes went into effect, including:

- **Any adult whose duties require direct contact with and supervision of minors**—having to complete the training on identification and reporting of child abuse and neglect.
- **Administrators and employees of licensed daycare providers** having to be trained in detecting and reporting child abuse.¹

Additional information about who must complete the Mandated Reporter Training is provided in a document linked to the Vector Solutions Bulletin Board titled “[Compliance Trainings and Frequencies](#).” The link to the Mandated Reporter Training is provided in that document as well as in the column on the left-hand side of the first page of this article.

Similar to the COVID-19 trainings, if you have not completed the Child Abuse: Mandated Reporter Training for California and you are one of the designated individuals who must complete it, you can assign the training to yourself in Vector Solutions. Alternatively, VSPOCs can assist staff by assigning the training to them in Vector Solutions.

Source: ¹ [Did You Know...It's Mandated Reporter Training Time?](#)



Working Safely in Severe Weather

Severe Weather Hazards

Employees who are required to work outdoors during severe weather are exposed to a variety of hazards, including heavy rain, wind, and lightning, and cold exposure. Severe weather can also cause limited visibility making driving conditions more hazardous, and increasing risks for injury when working on or near roadways. Understanding the risks associated with working outdoors during severe weather can help employees better plan to avoid injuries. Never become complacent when working outdoors in these conditions!



Changing Conditions

Weather conditions can change very quickly. For example, there may be heavy fog in the morning when traveling to work sites, which may clear an hour later and be followed by intense rain and wind. Since conditions can change so quickly, it is important to check weather forecasts at the start of the day and plan work accordingly. Then monitor for changing conditions and weather warnings throughout the work shift. The following are some examples of the types of hazards present when working in this type of weather:

Heavy rain which can cause flooding and mudslides

Cold stress which can cause delayed reaction times, fatigue, and hypothermia

Lightning which can cause electrocutions

High winds which can topple equipment

Downed power lines and trees

Difficult driving conditions

Lightning and Thunderstorms



Before working outdoors when lightning is possible, always identify a safe shelter. Certain locations protect better than others, and one of the safest is to take shelter within an enclosed building. Safe shelters should be fully-enclosed with electrical wiring and plumbing, which will act as an earth ground. A building is considered a safe shelter as long as employees are not directly in contact with anything that can conduct electricity, such as electrical equipment or cords, plumbing fixtures, etc. Avoid shelters such as sheds, pavilions, and covered porches, which do not provide adequate protection from lightning. The National Oceanic and Atmospheric Administration recommends staying within the shelter for at least thirty minutes after the last sound of thunder is heard.

Understand the Warnings

Each year, people are killed or seriously injured by severe thunderstorms, despite advanced warnings. Some may not receive the warnings; others may simply ignore them. It is important to understand the two types of thunderstorm warnings that can be issued:

- Severe Thunderstorm Watch: Severe thunderstorms are possible in and near the watch area. Stay informed and be ready to act if a severe thunderstorm warning is issued
- Severe Thunderstorm Warning: Severe weather has been reported by spotters or indicated by radar. Warnings indicate imminent danger to life and property

Cold Stress

Cold stress occurs when the body's internal temperature lowers to dangerous levels. When the body loses heat faster than it can be produced and the internal temperature drops, the body tries to conserve energy by restricting blood to the extremities, which can lead to frostbite and tissue damage in fingers and toes. Low body temperatures can also affect the brain, causing the individual to not be able to think clearly or react quickly. Prolonged exposure to cold temperatures will eventually cause the body's stored energy to be used. The most common types of cold stress injuries and illnesses include trench foot, frostbite, and hypothermia. Cold stress can lead to serious health problems and even death. When working in cold temperatures, follow these precautions:

Wear appropriate clothing: Several layers of loose clothing for insulation. Avoid tight fitting clothes which reduces blood circulation

Protect the ears, face, hands and feet: Boots should be waterproof and insulated. Wear a hat or beanie to prevent heat escape from the head

Move into warm locations during work breaks. If possible, limit the amount of outdoor work

Carry extra clothing and materials, such as extra socks, gloves, blankets, change of clothing, and a thermos with warm liquids or soup

Include chemical hot packs in your first aid kit

Monitor your physical condition and that of your coworkers

Work Zones

Working on or near roadways in severe weather increases hazards to employees as well as drivers. When working in these conditions, a properly-setup work zone becomes even more important to protect workers. Severe weather can limit visibility of drivers and road workers, increase braking distances for vehicles, and lead to vehicles losing control and entering work zones. When working on or near roadways:

- Setup the work zone as large as possible to provide additional reaction times for workers and drivers
- Setup advance warning signs to alert vehicles to the work activities taking place and potential changes in traffic flow
- Use high-visibility work zone protection, such as reflective cones, barricades with beacons, or arrow boards to alert vehicles
- Wear high-visibility clothing (minimum Class II vest) at all times
- Use properly-trained flaggers when necessary (e.g., if a traffic control plan is required)
- Face traffic at all times whenever possible



Proper Planning and Communication

When employees are working in severe weather, having means of communication and emergency plans in place are important. Training employees to know which precautions must be taken can help reduce the chances of injury and illness. Some of the key aspects to planning for work in severe weather include the following:



- Inform supervisors and employees to act promptly after hearing thunder, seeing lightning, or if a flash flood alert has been issued
- Communicate regularly with employees who are working in severe weather
- Identify safe shelters and warmup locations before commencing work
- Specify requirements for determining when to suspend outdoor work activities
- Mobilize with adequate first-aid kits, including additional materials and equipment for cold weather
- Monitor weather reports for changing conditions and heed warnings and evacuation orders



HOW TO PROTECT YOURSELF AND OTHERS



Wear a face covering in areas with high numbers of COVID-19 cases, in crowded settings, or with others who are not fully



Avoid crowds and indoor spaces that don't have proper ventilation. Outdoor settings or indoors with proper ventilation are safest.



Wash your hands often with soap and water or use hand sanitizer. Avoid touching your eyes, nose and mouth with unwashed hands.



Be alert for COVID-19 symptoms. If symptoms appear, isolate away from others and get tested as soon as possible.

We Want to Hear From You!



Contra Costa County Safety Suggestion Form

Type of Report <input type="checkbox"/> Safety Suggestion/Improvement <input type="checkbox"/> Health Concern <input type="checkbox"/> Safety Concern <input type="checkbox"/> Security Concern		Instructions: You are protected from discrimination and discharge for reporting safety suggestions and concerns. You may submit this form anonymously. You do not need to include your name on this form. Submit this form to any of the following people: • First Line Supervisor • Department Safety Coordinator • Department Safety Committee Representative • Department Management • Email for to Risk Management at RiskMSafety@riskmccounty.us	
Part 1 – Completed by Employee Employee's Name (OPTIONAL) Department of Concern Description of Suggestion or Concern Send a copy of this form to your union? <input type="checkbox"/> Yes <input type="checkbox"/> No Union		Date: Employee's Supervisor Name Employee's Supervisor's Phone or Email Location of Concern (street number, street, city)	
Part 2 – Received By Received by Name Date Name of Person Report Referred To Referral Date		Part 3 – Department Response Investigation Results Corrective Actions Recommended Investigator's Name Signature Date	
Part 4 – Management Concurrence & Verification of Final Actions Taken			

As a County employee, you act as the eyes and ears for safety! Reporting hazards in a timely manner is important. If you see a hazard you can address, such as a small water spill, own it and clean it up. If the hazard is not something you can immediately address, report it right away! Just because you see a hazard doesn't mean your coworkers will notice it too. Besides reporting hazards, you have an important role in suggesting ideas for safety improvements! These reports are reviewed by management and during safety committee meetings; they are an important tool to help bring attention to risks that may otherwise be overlooked. From the Risk Management intranet site, click 'Safety Forms,' then 'Safety Suggestion Form.' You can also report hazards and suggestions directly to your first-line supervisor or safety committee team member.

Safety Forms

- [Bomb Threat Checklist](#)
- [Building Safety Inspection Forms](#)
- [EAP Evacuation Evaluation Form](#)
- [Ergonomics Evaluation Request Form - Fillable](#)
- [HEC Abandoned Lock Removal Authorization Form](#)
- [HEC Generic Procedure Form](#)
- [HEC Procedure Inspection Form](#)
- [HEC Procedure Inventory](#)
- [Incident and Near Miss Report Form](#)
- [Incident Investigation Form](#)
- [Ladder Inspection Checklist](#)
- [PIT Inspection Form](#)
- [PIT Key Control Log](#)
- [Respirator Use Authorization Form](#)
- [Safety Suggestion Form](#)
- [Serious Injury and Illness Report Form](#)
- [Sign-In Roster](#)
- [Vehicle Accident Form](#)
- [Wildfire Smoke Exposure Inventory Worksheet](#)

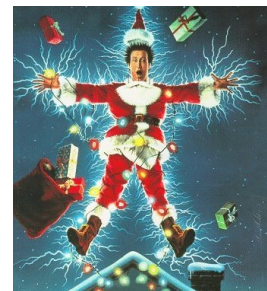
'Tis the Season to Be Safe

Holiday safety is an issue that burns brightest from late November to mid-January, when families gather, decorating is in full swing, and travel spikes. Typically a joyous time of year, it is also a season of new hazards. Help ensure you can enjoy the holiday season injury free by following some basic holiday safety practices.

Electrical and Fire Safety

The National Fire Protection Association reports 860 home fires are caused by holiday decorations annually, with an additional 210 fires caused by Christmas trees. The following safe electrical practices can help ensure you enjoy the holidays safely!

- Ensure extension cords and electrical decorations are marked for proper use
- Outdoor electrical lights and decorations should be plugged into circuits protected by Ground Fault Circuit Interrupters (GFCIs)
- Inspect all lights, decorations, and extension cords for damage before using
- Stay at least 10 feet away from power lines when decorating outdoors and only use non-conductive ladders near electrical equipment
- Turn off all indoor and outdoor electrical decorations before leaving home or going to sleep
- Avoid overloading electrical outlets with too many decorations or electrical devices, which can over heat and cause a fire
- Never connect more than three strings of incandescent lights together (consider LED lights, which emit less heat)
- Water your Christmas tree daily
- Keep all decorations at least 3 feet away from heating equipment or an open flame



Avoiding Ladder Injuries

During the holidays, ladders become one of the most necessary tools to hang lights and decorate trees. Every year, thousands of people are injured while using a ladder. Follow these safe ladder use requirements when hanging outdoor decorations or decorating your Christmas tree to avoid a fall:

- Inspect the ladder before use and never use defective or damaged ladders
- Always use the right type and height step stool or ladder to reach high places
- Never reach beyond the side rails of the ladder
- Never stand on the top cap or the step below the top cap of a step ladder or the top three rungs of a single or extension ladder
- Use ladders with slip-resistant footings
- Wear slip-resistant shoes when using ladders
- Don't 'walk' ladders; instead, descend the ladder and reposition it to the new location
- Always face the ladder when standing or working from it



RISK MANAGEMENT
SAFETY AND
LOSS CONTROL

Dedicated to
preventing
injuries and
illnesses.
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US!**

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Safety and Loss Control [Intranet Site:](#)

<https://www.insidecontracosta.org/469/Safety-and-Loss-Control>