



Holiday Safety Tips

As the holiday season approaches, employees will begin to decorate and the celebrating will soon begin. The festive nature of the holidays can be quickly dampened by injuries, property damage or inappropriate conduct. Following are tips for a safe and joyous holiday season.

Decorate Safely

- ❄ Do not cover excessive amounts of wall space with decorations, including covering utility or emergency features such as light switches, electrical outlets, breaker panels, warnings, and windows.
- ❄ Avoid hanging items from the ceiling, lights, or fire sprinklers.
- ❄ Keep hallways and aisles clear of clutter.
- ❄ Do not overload electrical outlets. Plug electrical strips directly into the wall.
- ❄ Always use a proper step stool or ladder to reach high places. Do not stand on chairs, desk or other furniture. Ask for assistance when needed.
- ❄ Avoid using extension cords. If used for short-term needs, use duct tape to prevent a tripping hazard.
- ❄ Artificial trees should be used instead of live trees. Live trees must be fresh and watered regularly.

Holiday Events

- ❄ Make attendance voluntary so that those uncomfortable with the idea of a holiday events can opt out.
- ❄ Consider a neutral location or proper venue - the office conference room or a tasteful restaurant - rather than a location that may encourage unprofessional conduct.
- ❄ For after hour events, consider allowing employees to bring a guest to the event. This can make employees more comfortable and may reduce the risk of inappropriate behavior.
- ❄ Avoid gag-gift exchanges. Differences in opinion with respect to humorous gifts could lead to liability.
- ❄ Designate a host. Appoint an individual to be responsible for addressing inappropriate behavior and ensuring the party guidelines are followed and ends at the scheduled time.
- ❄ Be careful what foods you serve. Consider gluten, peanut, shellfish, and other allergies, as well as vegetarian and vegan requirements. Clearly mark ingredients for dishes that do not have obvious contents.
- ❄ Leave out the mistletoe. This particular decoration can lead to inappropriate contact between employees.

Secure Facilities During Holiday Closures

- ❄ Check all lighting to ensure units are working properly. Set lighting timers accordingly.
- ❄ Replace or repair worn or damaged hardware on all exterior gates and entry points.
- ❄ Conduct a "key" audit to ensure that all outstanding keys are returned to Key Administrator.
- ❄ Contact alarm monitoring company and if necessary test to ensure all alarms are functioning, hours of operation for the school site are current, and that alarm company has current contact information.
- ❄ Ensure that all portable classrooms and separate storage areas are secured.
- ❄ Close blinds and window coverings and move/secure valuables and electronics, to discourage "smash and grab" vandalism and thefts.
- ❄ Ensure that any CCTV cameras are operational and in good working order.
- ❄ Install WeTip signs at all entrances and provide students, parents and surrounding community with WeTip reporting information for reporting tips. Custom WeTip posters are available by contacting ASCIP.