



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.



1

Don't stand on a chair to hang decorations. Use a step ladder.



2

Never hang decorations from fire sprinklers.



3

Decorations should be 18 inches below fire sprinklers.



4

Ensure all electrical items are nationally certified.



5

Inspect all lights & cords for damage before use.



6

Avoid overloading electrical outlets.



7

Never try to make a 3-prong plug fit into a 2-prong outlet.



8

Turn off all decorations before leaving work.



9

Don't place extension cords in high-traffic areas.



10

Don't connect power strips to other power strips.



11

Never nail or staple cords to walls or other items.



12

Don't place extension cords in walls or ceilings.

Happy Holidays!

FROM ENVIRONMENTAL HEALTH AND SAFETY



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