



OFFICE DECORATIONS

Decorating the workspace adds to the joy of the approaching holiday season. Regardless of their combustibility, no decorative materials are permitted in exit corridors and must not obstruct exit signs, fire alarms, extinguishers, sprinkler heads or hose cabinets. Best locations for decorations are reception areas, lobbies, foyers and break rooms. Think safety when you decorate!

DECEMBER/JANUARY POSTER



Top 10 Holiday Travel Tips

Set the Table for Safety

Whether testing out a new dish or whipping up a family classic, there's one recipe that should also be included on the menu this holiday season: SAFETY. Follow this "Recipe for Kitchen Safety" and help this year's festivities create memories instead of danger.

1. Smoke alarms should be installed in every bedroom, outside each sleeping area, and on every level of the home. For the best protection, smoke alarms should be interconnected so that they all sound if one sounds.
2. Test the batteries in each smoke alarm every month, replace them once a year, and replace the unit every 10 years.
3. GFCIs (Ground Fault Circuit Interrupter) are electrical safety devices that trip electrical circuits when they detect ground faults, or leakage currents, that could shock or electrocute someone. GFCIs should be installed where electricity and water may come in contact, such as the kitchen. GFCIs should also be tested every month. Additional instructions for testing can be found at www.esfi.org
4. Prevent fires by making sure your oven and stovetop are clean and free of grease and dust. You should also clean the exhaust hood and duct over the stove regularly. Lastly, vacuum the refrigerator coils every three months to prevent potentially dangerous dirt build-up.
5. Never leave cooking unattended. You should not cook if you are sleepy or under the influence of alcohol. Children should also be closely supervised and kept at least three feet away from all cooking appliances.
6. It's easy to forget about something that's cooking, especially when you're entertaining guests. Use a kitchen timer to make sure your dish doesn't become a fire hazard.
7. Enjoy! Being proactive about safety will give you peace of mind and allow you to enjoy our time with loved ones.

Recently, as Unmanned Aircraft Systems became increasingly popular on campus, the University of California sought a way to make registering and reporting their use simple and within FAA compliance. More commonly known as UAS or drones, the aircraft have a variety of research, teaching and promotional uses on campus. (Recreational drones, like the kind many will find under the tree this holiday season, generally do not require FAA registration, unless they weigh more than 0.55 pounds.)

Working with the UC Center of Excellence on Unmanned Aircraft System Safety, [UC Risk & Safety Solutions](#) recently released [Drones](#), an online fleet management system. Drones streamlines the flight process and makes UAS flights safer and FAA compliant through:

- Flight registration,
- Flight reporting,
- UAS registration, and,
- Crew registration.

Interest in drone use has increased following the FAA's release last summer of a simpler and easier process for UAS flights. Many at UC were eagerly awaiting the new regulations to launch drone projects for research in aerospace engineering and agriculture, for ecology and remote sensing, for hydrology and oceanic studies and even for news reporting or promotional videos.

UC Risk and Safety Solutions has provided all 10 UC campuses with the Drones application. Drones is part of the UC Safety Suite, a collection of more than 20 applications designed to assist researchers, Environmental Health and Safety staff and Risk Management professionals in their day-to-day work.

Holiday Safety Tips

Decorating Safety

- Never use lighted candles near trees, boughs, curtains/drapes, or with any potentially flammable item.
- When spraying artificial snow on windows or other surfaces, be sure to follow directions carefully. These sprays can irritate your lungs if you inhale them.
- Small children may think that holiday plants look good enough to eat, but many plants may be poisonous or can cause severe stomach problems. Plants to watch out for include: mistletoe, holly berries, Jerusalem cherry and amaryllis. Keep all of these plants out of children's reach.
- When displaying a tree, cut off about two inches off the trunk and put the tree in a sturdy, water-holding stand. Keep the stand filled with water so the tree does not dry out quickly.
- Stand your tree away from fireplaces, radiators and other heat sources. Make sure the tree does not block foot traffic or doorways.
- Avoid placing breakable tree ornaments or ones with small, detachable parts on lower branches where small children or pets can reach them.
- If you use an artificial tree, choose one that is tested and labeled as fire resistant. Artificial trees with built-in electrical systems should have the Underwriters Laboratory (UL) label.
- Only use indoor lights indoors (and outdoor lights only outdoors). Look for the UL label. Check lights for broken or cracked sockets, frayed or bare wires, and loose connections. Replace or repair any damaged light sets.
- Use no more than three light sets on any one extension cord. Extension cords should be placed against the wall to avoid tripping hazards, but do not run cords under rugs, around furniture legs or across doorways.
- Turn off all lights on trees and decorations when you go to bed or leave the house. Unplug extension cords when not in use.
- If using a natural tree, make sure it is well watered to avoid dry branches from catching fire from the heat of light bulbs.
- When displaying outdoor lights, fasten them firmly to a secure support with insulated staples or hooks to avoid wind damage. Never nail, tack or stress wiring when hanging lights and keep plugs off the ground away from puddles and snow.

Hosting and Food Safety

- When preparing a holiday meal for friends and family, be sure to wash hands, utensils, sink, and anything else that has come in contact with raw poultry.
- Never defrost food at room temperature. Thaw it in the refrigerator, in cold water or in the microwave.
- While doing holiday cooking, keep your knives sharp. Most knife injuries occur due to dull blades.
- Use a clean food thermometer to cook foods to a safe internal temperature before serving.
- Avoid cleaning kitchen surfaces with wet dishcloths or sponges. They easily harbor bacteria and promote bacteria growth. Use clean paper towels instead.
- When reheating leftovers, bring the temperature up to at least 165°F to eliminate any bacterial growth.
- Refrigerate or freeze leftovers in covered shallow containers (less than two inches deep) within two hours after cooking. Date the leftovers for future use.
- Being a smart party host or guest should include being sensible about alcoholic drinks. More than half of all traffic fatalities are alcohol-related. Use designated drivers, people who do not drink, to drive other guests home after a holiday party.
- The holiday season is one of the most stressful times of the year. You can't avoid stress completely, but you can give yourself some relief. Allow enough time to shop for gifts and meal items rather than hurry through stores and parking lots. Only plan to do a reasonable number of errands.

From the National Safety Council

CONNECT

Know where to turn on your UC campus for the information you need to keep yourself, your workplace and your environment safe and secure. Click on the campus links below to connect to local program, educational and informational resources.

[UC Berkeley](#)

[UC Merced](#)

[UC Santa Barbara](#)

[UC Davis](#)

[UC Riverside](#)

[UC Santa Cruz](#)

[UC Irvine](#)

[UC San Diego](#)

[UCOP](#)

[UCLA](#)

[UC San Francisco](#)

[UC ANR](#)

FAMILY SAFETY & SECURITY RESOURCES:

[Poisoning Prevention & Safety Tips](#)

[2016-2017 Flu Season](#)

[Weather Emergency Safety Tips](#)

[Keep Your Home Safe During the Holidays](#)

[First Aid and CPR Training](#)

[Holiday Safety Tips](#)

[Toy Safety Tips](#)

[Winter Holiday Tips](#)

[12 Days of Safety](#)

[Enjoy a Safe Holiday Season](#)

Use Heaters and Generators Safely

Space heaters, generators, fireplaces and wood stoves can emit carbon monoxide and other hazardous gases that cause injury or death.

Follow these precautions for safe operation:

- Locate generators outdoors and far away from your house. Don't run the generator in a garage, basement, deck or any area close to the house where fumes could enter doors, windows or vents.
- Have a licensed electrician wire the generator to your home electrical system to avoid electrical injury or fire.
- Only use the generator after you disconnect your home's electrical system from the main utility lines.

The Consumer Products Safety Commission has this advice for the safe use of fuelburning space heaters:

- Use a space heater with a guard around the flame area or heating element.
- Never use an extension cord with a space heater.
- Place the heater on a level, hard and nonflammable surface, not on rugs or carpets or near bedding or drapes.
- Keep the heater at least three feet from bedding, drapes, furniture, or other flammable materials.
- Choose a space heater that has been tested and certified by a nationally recognized testing laboratory.
- Follow manufacturer's instructions on ventilation to prevent pollutant build-up.
- Keep children and pets away from space heaters.
- Turn the space heater off when you go to sleep or leave the area. Don't place a heater close to a sleeping person.
- Have your gas or kerosene space heater inspected at least once a year.

FEEDBACK, PLEASE

Send an email to EHS@ucop.edu to submit your comments on the December/January issue or to suggest content ideas for future issues. We look forward to hearing from you!