

PLAYING IT **SAFE**

Be safe and healthy on the job at with these helpful tips provided by Marshall & Sterling, Inc..

Holiday Safety in the Workplace

Stay safe while celebrating the season

It's the holiday season – a time for decorations and festivities to celebrate the season. While we welcome your displays of holiday spirit, it is important to keep safety in mind. Here are some holiday safety guidelines to follow to ensure we all celebrate the season safely.

Holiday Decorations

- Mixing and matching lights can create a fire hazard; keep outside lights outdoors and inside lights indoors.
- Discard any light strings that have cracks, exposed wire or loose connections.
- Do not connect more than three sets of lights to an extension cord.
- Make sure that cords are not running through a walkway, as it creates a tripping hazard.
- Do not close doors or windows on extension cords, and do not run them under rugs or carpeting.
- Make sure all indoor decorations are unplugged at the end of the day. You are responsible for unplugging any decorations that you put up.

- We do not allow any decorations with an open flame, such as candles.
- Make sure decorations do not block doorways, walkways, exit signs or stairwells.
- All decorations should be made of flame-retardant or non-combustible materials.

Food Safety

If you are bringing in food to share with your co-workers, be sure to observe these safety precautions:

- Keep perishable food refrigerated and do not leave out for more than two hours.
- Use serving utensils, even for "finger food," so that multiple people are not touching it.
- Label your food, especially if it contains peanuts or other ingredients that others may be allergic to.

Most importantly, always use common sense when bringing decorations or food items into the workplace. We want everyone to enjoy the holiday season, but safety is always our top priority at .



Did You Know?

Holiday decorations can pose a serious safety hazard. Electrical decorations, especially strings of lights, can be a serious fire hazard if damaged or used improperly. Always inspect decorations for broken bulbs, frayed cords and other damage before using.

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