

Get in S.T.E.P. Safety Takes Every Person

SAFE -- Staying Accident-Free Everywhere

Holiday Safety Tips

Check it Twice for a Safe Holiday Season!

Voluntary Protection Programs (VPP)

4 Major Elements

1. Management Commitment and Employee Involvement
2. Worksite Analysis
3. Hazard Prevention and Control
4. Safety and Health Training

- ✓ Injuries due to falls are a major holiday hazard: if you need to hang something higher than you can safely reach, use an approved ladder and not a chair, desk, or box. Make sure you know how to safely use a ladder.
- ✓ Plan your decorating to minimize tripping hazards or snagging clothing
- ✓ Check your lights before decorating.
 - ⊕ Make sure all holiday lighting has a label that says it is "UL listed". If it doesn't have this label, the lighting is not safe to use.
 - ⊕ Use only light sets marked as "indoor" or "indoor/outdoor" inside buildings.
 - ⊕ Make sure all the light sockets are filled before decorating.
 - ⊕ Keep all lights away from combustible materials such as fabrics or paper decorations.
 - ⊕ Don't connect more than three strands of lights to one extension cord.
- ✓ Make sure all light strands and electrical cords are free of cuts, crimps, cracks or repairs. Never use a "three-prong-to-two-prong" plug adapter to by-pass a grounded plug. Keep all electrical cords out of traffic areas, and not under rugs, through doorways or taped to the floor.
- ✓ Conserve electricity and prevent electrical fires: Turn off all lights, appliances and other electrical equipment when the room is unattended and before leaving for the day.
- ✓ Use battery-powered tea-lights, when a candle-light effect is desired.
- ✓ Do more with less; a little bit of bright holiday color can go a long way. Limit the amount of combustible paper or fabrics that are hung on doors, walls, and from ceilings to no more than 5% of the surface area. These materials can enable a fire to spread rapidly.
- ✓ Make sure seasonal decorations do not block, hide or obscure safety equipment such as fire alarm strobe lights or horns, safety signage or evacuation plans, fire extinguishers, safety showers or eyewash units.
- ✓ If you are serving good during the holiday season remember to keep your hot foods hot (>140 deg F) and cold foods cold (<40 deg F) while serving and storing.



Incident Weather Guidance

In the event of questionable weather, stay tuned to the designated information source for your community. The absence of any announcement regarding cancellation or delay in reporting times indicates White Sands Missile Range will be open. If report-to-work times change, new times will be announced. If the station you selected is not making weather-related announcements, switch to one of the other stations.

- a. On-post residents should watch Channel 20.
- b. Employees who work at Holloman Air Force Base should follow the base commander's guidance unless instructed otherwise by their respective organizations.
- c. Employees working at Stallion Range Center should follow the guidance of their Up range Division Chief as well as information broadcast by the designated Socorro radio station.

Continued on page 2.....

Have any questions, comments, or suggestion, call me TODAY.
No comment or suggestion to small.

575-678-2756

Inclement Weather Guidance.....continued

Cancellations or delays in the starting time of work will be passed to local radio stations. To reduce confusion and misinformation, only the following stations will be officially notified:

Las Cruces

KOBE-AM (1450) KHQT-FM (103.1)
 KSNM-AM (570) KKVS-FM (98.7)
 KMVR-FM (104.9) KRWG-FM (90.7)
 KGRT-FM (103.9) KVLG-FM (101.1)

Socorro

KNXQ-FM (92.9)

El Paso

KROD-AM (600) KVIA-TV (Channel 7)
 KTSM-FM (99.9) KTSM-TV (Channel 9)

Alamogordo

KRSY-AM (1230) KZZX-FM (105.5)
 KINN-AM (1270) KYEE-FM (94.3)
 KRSY-FM (92.7) KNMZ-FM (103.7)
 KOAT-TV (Channel 7)

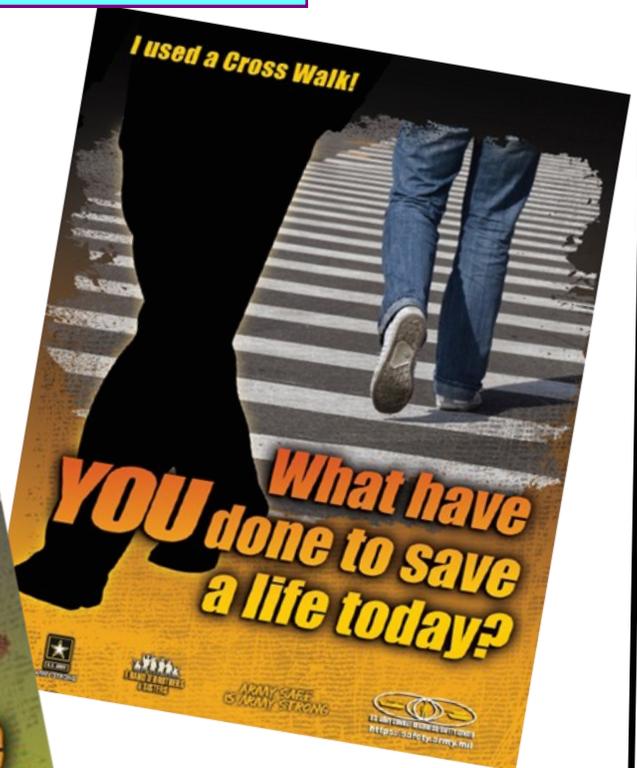
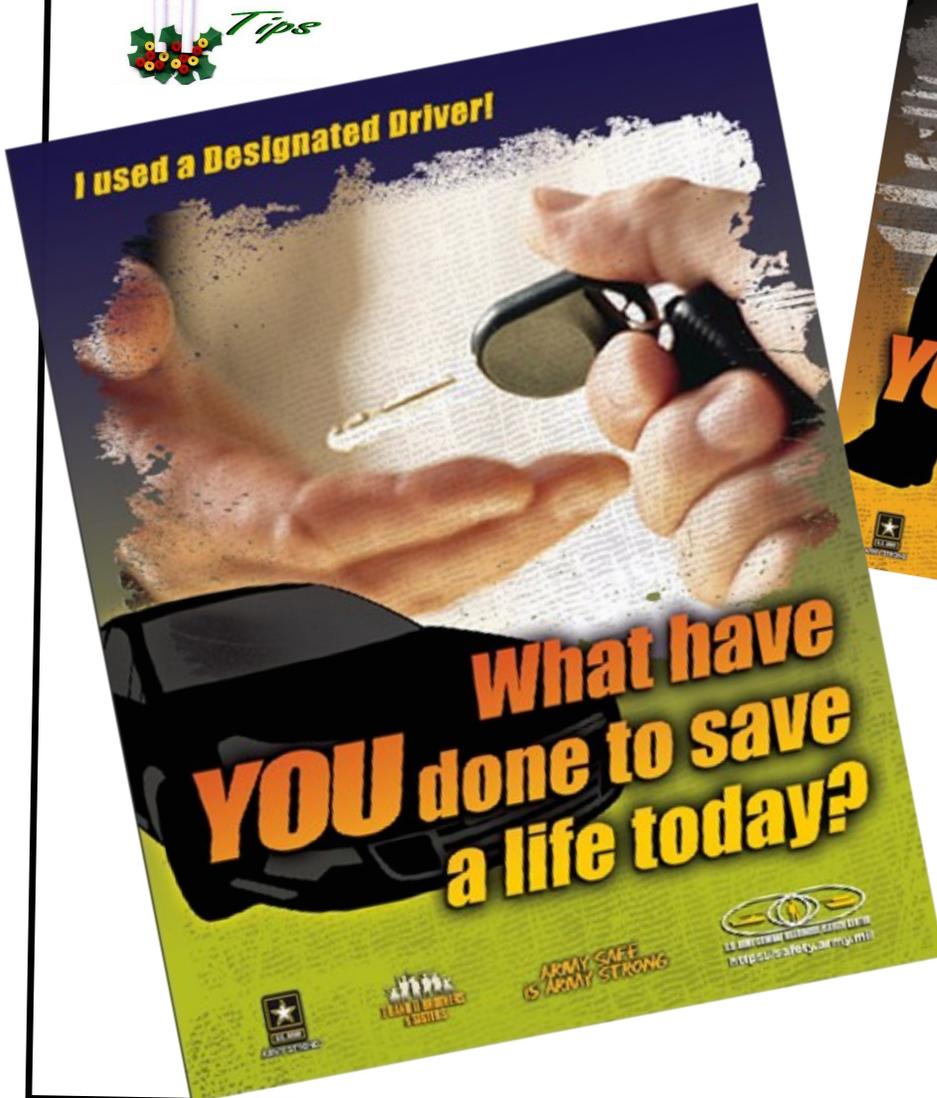
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Motor Vehicles Safe Driving Practices for Employees

You are your employer's most valuable asset! The way that you drive says everything about you and your company. Make a positive statement by following the work-related safe driving practices.

Stay Safe

- Use a seat belt at all times – driver and passenger(s).
- Be well-rested before driving.
- Avoid taking medications that make you drowsy.
- Set a realistic goal for the number of miles that you can drive safely each day.
- If you are impaired by alcohol or any drug, do not drive.

Stay Focused

- Driving requires your full attention. Avoid distractions, such as adjusting the radio or other controls, eating or drinking, and talking on the phone.
- Continually search the roadway to be alert to situations requiring quick action.
- Stop about every two hours for a break. Get out of the vehicle to stretch, take a walk, and get refreshed.

Avoid Aggressive Driving

- Keep your cool in traffic!
- Be patient and courteous to other drivers.
- Do not take other drivers' actions personally.
- Reduce your stress by planning your route ahead of time (bring the maps and directions), allowing plenty of travel time, and avoiding crowded roadways and busy driving times.

For more information on safe driving for work, refer to "Guidelines for Employers to Reduce Motor Vehicle Crashes" at <http://www.osha.gov/SLTC/motorvehicle/safety/index.html>.

For more complete information:
OSHA Occupational Safety and Health Administration
 U.S. Department of Labor
www.osha.gov (800) 321-OSHA

OSHA's 2011 TOP TEN Most Frequently Cited Violations

1. Scaffolding (C)
2. Fall Protection (C)
3. Hazard communication
4. Respiratory protection
5. Lockout/tagout
6. Electrical: wiring
7. Powered industrial trucks
8. Ladders (C)
9. Electrical systems design
10. Machine guarding

C = Construction standard



Fireplaces: Indoor fires can be dangerous any time of the year. But they could be particularly unsafe when around wrapping paper, decorations and holiday trees. When starting your fire, remove all flammable objects from the area, open the flue and always use an ash screen to prevent sparks from shooting across the room.



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A Season for Sharing in Fire Safety

A Factsheet on Holiday Fire Prevention

Each year fires occurring during the holiday season claim the lives of over 400 Americans, injure 1,650 more, and cause over \$990 million in damage. According to the U. S. Fire Administration (USFA), there are simple life-saving steps you can take to ensure a safe and happy holiday. By following some of the outlined precautionary tips, individuals can greatly reduce their chances of becoming a holiday fire casualty.

PREVENTING CHRISTMAS TREE FIRES

Spectacular fire safety precautions need to be taken when keeping a live tree in the house. A burning tree can rapidly fill a room with fire and deadly gases.

SELECTING A TREE FOR THE HOLIDAY

Needles on fresh trees should be green and hard to pull back from the branches, and the needle should not break if the tree has been freshly cut. The trunk should be sticky to the touch. Old trees can be identified by bouncing the tree trunk on the ground. If many needles fall off, the tree has been cut too long, has probably dried out, and is a fire hazard.

CARING FOR YOUR TREE

Do not place your tree close to a heat source, including a fireplace or heat vent. The heat will dry out the tree, causing it to be more easily ignited by heat, flame or sparks. Be careful not to drop or flick cigarette ashes near a tree. Do not put your live tree up too early or leave it up for longer than two weeks. Keep the tree stand filled with water at all times.

DISPOSING OF YOUR TREE

Never put tree branches or needles in a fireplace or woodburning stove. When the tree becomes dry, discard it promptly. The best way to dispose of your tree is by taking it to a recycling center or having it hauled away by a community pick-up service.

HOLIDAY LIGHTS

MAINTAIN YOUR HOLIDAY LIGHTS
Inspect holiday lights each year for frayed wires, bare spots, gaps in the insulation, broken or cracked sockets, and excessive kinking or wear before putting them up. Use only lighting listed by an approved testing laboratory.

DO NOT OVERLOAD ELECTRICAL OUTLETS

Do not link more than three light strands, unless the directions indicate it is safe. Connect strings of lights to an extension cord before plugging the cord into the outlet. Make sure to periodically check the wires - they should not be warm to the touch.

DO NOT LEAVE HOLIDAY LIGHTS ON UNATTENDED

HOLIDAY DECORATIONS

USE ONLY NONFLAMMABLE DECORATIONS

All decorations should be nonflammable or flame-retardant and placed away from heat vents.

NEVER PUT WRAPPING PAPER IN A FIREPLACE

It can result in a very large fire, throwing off dangerous sparks and embers that may result in a chimney fire.

ARTIFICIAL CHRISTMAS TREES

If you are using a metallic or artificial tree, make sure it is flame retardant.

CANDLE CARE

AVOID USING LIT CANDLES

If you do use them, make sure they are in stable holders and place them where they cannot be easily knocked down. Never leave the house with candles burning.

NEVER PUT LIT CANDLES ON A TREE

Do not go near a Christmas tree with an open flame - candles, lighters or matches.

Finally, as in every season, have working smoke alarms installed on every level of your home, test them monthly and keep them clean and equipped with fresh batteries at all times. Know when and how to call for help. And remember to practice your home escape plan.



For more information contact:

The U. S. Fire Administration
16825 South Seton Avenue
Emmitsburg, MD 21727

or
Visit the USFA Web site:
www.usfa.fema.gov



Homeland
Security

suggestion, call me TODAY.
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or Elements
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vention and Control
Health Training





IF YOU OR YOUR FAMILY SHOULD BECOME STRANDED

Do not leave your car unless you know exactly where you are, how far it is to possible help, and are certain you will improve your situation. To attract attention, light two flares and place one at each end of the car a safe distance away. Hang a brightly colored cloth (from your essential supplies) from your antenna. If you are sure the car's exhaust pipe is not blocked with snow and ice, run the engine and heater for about 10 minutes every hour or so depending upon the amount of gas available in the tank. To protect yourself and Family from frostbite and hypothermia use the woolen items and blankets to keep warm (also found in the essential supplies). Keep at least one window open slightly. Heavy snow and ice can seal a car shut. Eat a hard candy (from your essential supplies) to keep your mouth moist.



FOR MORE INFORMATION

Contact us at:

U. S. Army Combat Readiness/
Safety Center's Driving Task Force

Comm: 334-255-2892/3039

DSN: 558-2892/3039

safe.drivingtaskforce
@conus.army.mil

WINTERIZE YOUR CAR



ARMY SAFE IS ARMY STRONG

Be an ACCOUNTABLE FRIEND

Be ACCOUNTABLE. You are accountable for your actions and those of your passengers. Whether you are the driver or a passenger in the vehicle, ensure everyone wears a seat belt.

Be ACCOUNTABLE, and enforce the rules! Learn more at <https://safety.army.mil>

SAFE MATURE ACCOUNTABLE RELIABLE TRUSTWORTHY

SMART

ARMY SAFE IS ARMY STRONG

Romantic Mistletoe: This long-standing tradition for friends and lovers is a poisonous plant. Be sure to attach yours firmly and well away from the grasp of small hands.



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