



Workplace Holiday Safety Tip Sheet

When the holiday season is underway, people are feeling festive – including at work. But whether you're decorating your cubicle or taking part in the office potluck, safety should always remain a top priority.

Safe decorating

- Don't stand on a chair to hang decorations. Use a stepladder, and make sure to read and follow the instructions and warnings on the label
- Never hang decorations from fire sprinklers – they can prevent the sprinklers from operating properly
- Inspect all lights, decoration and extension cords for damage before using
- Avoid overloading electrical outlets with too many decorations or electrical devices – they can overheat and cause a fire
- Never attempt to extend the length of an extension cord by connecting it to another extension cord
- Refrain from placing extension cords in high-traffic areas of your workplace, or under rugs, carpets or furniture
- Turn off all indoor and outdoor electrical decorations before leaving

Food safety

- Follow safe food-handling guidelines
- Always wash your hands before and after handling food
- Serve prepared dishes on clean plates – never on dishes that previously held raw meat
- If you're preparing a dish ahead of time that contains meat, ensure the meat's internal temperature reaches the proper temperature based on USDA recommendations
- Keep hot foods hot and cold foods cold. USDA notes that hot foods should be 140° F or warmer. Use chafing dishes or slow cookers to help keep hot foods at safe temperatures. Cold foods should be 40° F or colder. Keep foods cold by placing dishes in bowls of ice or by serving in small batches and replenishing from the refrigerator as needed
- Say "no" to foods that have been sitting out at room temperature for more than two hours
- Be mindful of co-workers' food allergies when planning your menu



And finally, remember that your employer's drug and alcohol policy doesn't take a holiday break. **Have a safe and happy holiday season!**



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