

RISK SIMPLIFIED

- **Check the Cords:** Inspect all temporary cords and wiring for damage, loose plugs, faulty outlets, receptacles and fraying as this may lead to an electrical shock hazard or potential fire from décor lighting. Electrical shocks are dangerous and should be protected against. Also, the risk of fire is greater when circuits are interrupted from damaged wiring.
- **Permanent Lighting:** Verify permanent lighting is adequate and in working condition on the exterior and interior of the premises. If any repairs or replacements are needed, have a competent staff member or contractor perform the work as needed. Having adequate lighting in the workplace is an effective way to help prevent STF injuries.
- **Temporary Lighting:** Plan out the usage of all temporary lighting. Limit the amount of time holiday lights will be turned on. Use a timer to turn off the lights during the evening. Otherwise, establish a process of having staff turn off the lights as part of the “lock up” procedures at the end of the shift.

Don'ts

- **Setting Candles, Trees and Wreaths:** Avoid the use of open flame or handheld candles or fresh cut trees and wreaths as they are mostly prohibited in business and public assembly occupancies. These items are commonly involved in fire events nationwide due to their combustibility.
- **Hanging Decorations:** Decorations should not be hung on oscillating or permanent fixtures such as fans, clocks, fire sprinkler pendants, and lighting on the ceiling. Decorations may obstruct the performance of these items and cause property damage.
- **Using Space Heaters:** Avoid the usage of space heaters at all times. Though space heaters are an efficient heating source in a smaller, confined area during the winter, space heaters left unattended pose a significant fire risk. Space heaters that are left running and unattended can overload smaller amperage electrical circuits. There is also the risk of the heater becoming an ignition source for fire if left near other combustible items.
- **Adjoining Combustibles and Heat-Producing Devices:** Decorations should not be installed within three feet of any heat-producing devices. A common cause of fire is combustible items igniting due to being too close to heating elements, such as stoves, dryers, furnaces, space heaters, etc.
- **Using Extension Cords:** Remove unnecessary wiring from the agency decoration plans. Plan out an efficient design in order to avoid “daisy chaining” extension cords. Daisy chaining is the connection of two or more extension cords or power strips. This is commonly performed when there is inadequate access to power outlets. Extension Cords are commonly used to expand the building’s electrical system temporarily and should be used in compliance with [best practices](#) noted here.



- **Blocking Egress Points:** Eliminate obstructions to egress points and common work areas. [Obstructions](#) commonly lead to slip, trip and fall injuries and may impede quick exiting of the building in the event of a fire
- **Damaged Electrical Wiring and Cords:** Avoid repairing temporary electrical devices. It is considered best practice to remove all electrical devices with broken or damaged cords from service altogether.

PRISM wishes you a safe and incident-free holiday season! [Contact the PRISM Risk Control Department](#) for questions or additional assistance.