

HAPPY HOLIDAYS
FROM
ENVIRONMENTAL HEALTH & SAFETY DEPARTMENT (EH&S)



DISTRICT HOLIDAY SAFETY TIPS 2017

- I. NATURAL CUT TREES (NOT EH&S Recommended)**
1. Choose a fresh tree, one without shedding or brittle needles.
 2. Trim it's trunk at an angle, at least 1 – 2 inches. Water constantly (daily).
 3. **DO NOT** obstruct corridors, doorways, exits or ways of egress.
 4. **DO NOT** locate near open flames, heating vents & put securely in large, deep non-tip stand.
 5. **REMOVE** trees by the end of the day on: *Friday, December 22, 2017*
- II. ARTIFICIAL TREES (EH&S Recommended)**
1. All man-made trees must have flame retardant or flame resistant labels.
 2. **NO** electrical lights on metal trees.
 3. Any electrical color wheels need to be kept a minimum 3' away from trees.
- III. TREES AND OTHER HOLIDAY DECORATIONS**
1. Use a **NON-TIP** stand.
 2. Locate away from all exits and sources of heat (minimum 3' clearance).
 3. Make sure all lights are labeled by a national testing laboratory (i.e., UL, FM). We recommend only using **LED** lights to save energy.
 4. Replace any worn light sets, those with splices and loose connections.
 5. **DO NOT** overload outlets, no plastic adapters.
 6. **DO NOT** use any extension cords or any electrical equipment where the ground prong is missing from the plug. A 6' maximum length appliance type cord can be used.
 7. An approved multiple outlet extension may be used only if the adapter is equipped with an on & off switch, a circuit breaker that has a total rating of no more than 15 amperes.
 8. **DO NOT** use a metal ladder when working around electricity. Use a wooden or fiberglass ladder.
 9. **DO NOT** use candles or *any* open flames.
 10. Unplug all electrical decorations before you leave school daily.
- IV. DECORATIONS**
1. Use only flame retardant or non-combustible materials for decorations.
 2. Flame retardant or non-combustible materials cannot cover more than 40% of the available wall space in the interior classrooms (50% in a fire sprinklered building).
 3. Flame retardant or non-combustible materials cannot cover more than 20% of the available wall space in the interior corridors.
 4. Materials not meeting the requirements listed in items numbered 1 – 3 shall not exceed 20% of the available wall space of a building that is not protected throughout by an automatic fire sprinkler system.
 5. **DO NOT** staple wires to any surface.
 6. Use appropriate wire holders.
 7. **DO NOT** cover electrical outlets with paper and plug cords through the paper.
 8. **DO NOT** cover exit doors/classroom doors/vision panels in doors with paper or lights.
 9. **DO NOT** hang material from the ceiling or from fire sprinklers heads or smoke detectors.
 10. For additional information, refer to the pamphlet titled "Guide to Placing Artwork and Teaching Material on Classroom Walls" which can be found on the Safety Department website at <http://www.broward.k12.fl.us/safetydept/>