



MONTANA MUNICIPAL INTERLOCAL AUTHORITY

PO Box 6669

Helena MT 59604-6669

RISK MANAGEMENT BULLETIN

Please distribute to all appropriate personnel and post in a conspicuous place.

Date: December 7, 2022

RM Bulletin #03-23

To: MMIA Member-Owners

From: MMIA

RE: Holiday Safety Tips

Holiday Safety Tips – The Dos and Don'ts

Holidays are quickly approaching, and many Montana cities and towns are starting to think about decorating. While the finished products look great and spread holiday cheer, let's not forget about the risks decorating can bring during the holiday season such as electrical hazards and working from heights while hanging lights and putting Santa up on the roof. Whether its slippery conditions, working from heights, or knowing when it's time to stop plugging in more lights, hazards can be presented in many forms. Below are a few important tips to keep you safe going into the new year.

Holiday Safety Tips

Don't fail to train on proper lifting techniques and ladder safety.

- It's no question that ladders and lifting are involved in decorating activities. Keep your employees safe for the holidays with refresher trainings on safe lifting and ladder use, and ensuring they have the right equipment for the job. See the [safe lifting](#) and [ladder safety](#) resources on mmia.net for more details.

Do your best with extension cord use.

- Extension cord use can get chaotic. Never "daisy chain" your extension cords together. Daisy chaining is the connection of two or more extension cords or power strips. Rout cords in areas free from foot traffic. Remember that extension cords are for temporary use only. Extension cords and slippery conditions are a quick recipe for disaster during the holiday season.

Don't sacrifice safety for an amazing holiday display.

- Fires can happen in a blink of an eye. It is important to think about what types of decorations you're putting up and where they are going. Wreaths, trees, and cardboard can become extremely flammable so remember to keep them away from heat and ignition sources.
- Remember to keep your walking/working areas clear, and emergency exits free of clutter at all times.



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Do some inspections of your electrical equipment.

- Inspections of your lights, extension cords, outlets, and connections can be pivotal in preventing shocks and fires. Never remove the grounding prong to fit equipment or decorations into an outlet.

Don't overload your electrical outlets.

- Overloaded outlets are one of the most common causes of fires during the holiday season. Never overload your outlets by having too many decorations plugged in on the same circuit.

Do the right thing and protect your electrical cords.

- Never run cords through holes, walls, under doors, rugs, or in areas where they may become compromised.
- Temporarily rout your extension cords overhead.
- Keep electrical cords away from heat sources.
- Extension cords are for temporary use, never attach with nails, staples, or other fasteners that may damage the outer insulation of the cord.

Don't use candles.

- Candles are beautiful but can be extremely dangerous. Avoid using candles and opt for the battery-operated flameless candles to replace that soft candlelight glow.

Do a good job when working at heights.

- When putting Santa up on the roof remember to follow proper **fall protection techniques** and utilize the correct fall protection gear.
- Never put employees in an inherently dangerous situation to put up your decorations.

Don't trust traffic while decorating main street.

- Decorating main street is a great holiday tradition for some but with it comes risk for employees while working around traffic. Implement traffic control techniques such as cones, flagging tape, and an additional set of eyes to ensure employees stay safe.
- Utilize signage and working zones to notify traffic of decorating activities whenever possible.