

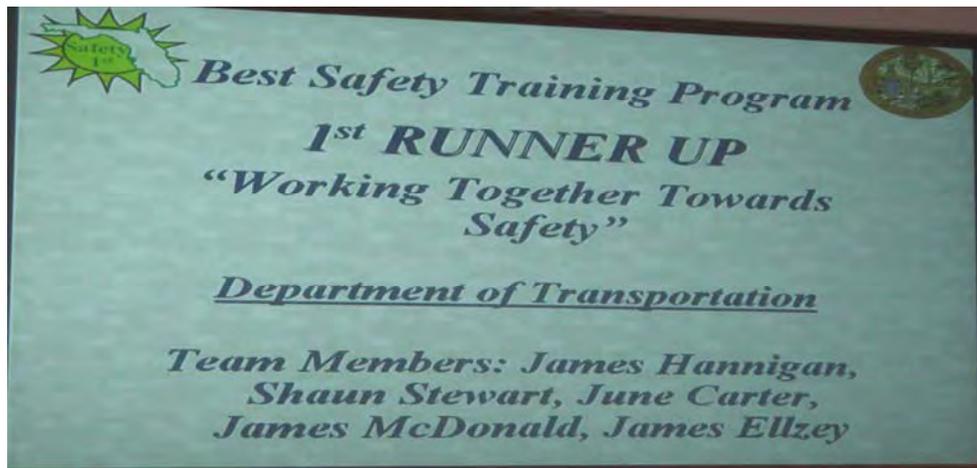
Florida Department of Transportation  
**SAFETY ADVISOR**  
December 2007



**Congratulations to:**

**James Hannigan**, District two Maintenance Engineer  
**Shaun Stewart**, Safety Program Administrator  
**James (Bubba) McDonald**, Senior Safety and Health Specialist  
**Jimmy Ellzey**, Senior Safety and Health Specialist  
**June B. Carter**, Safety and Health Specialist  
**Paula N. Gonzalez**, Safety & Health Specialist  
**Betty W. Jefferson**, Secretary/Receptionist

District Two's Industrial Safety Personnel were the recipients of Interagency Safety Awareness Campaign Award-Best Safety Training Program. Their efforts and contributions in providing a safe and healthy workplace for District Two employees are appreciated.



Pictured left to right

June Carter, District two FDOT, Pam Martin, Assistant Director of Risk Management, and Paula Gonzalez, District two FDOT.

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# Christmas Tree Tips

Submitted by: Shanaz Sharifpour

For many people, decorating the Christmas tree is a favorite part of the holiday. The National Safety Council offers some safety tips to make sure a mishap doesn't spoil your holiday season.

## Christmas Trees

- A real tree can add to the spirit of Christmas by filling your home with beauty and the scent of pine. A real tree can also pose a fire hazard. Each year, more than 400 residential fires involve Christmas trees and tragically nearly 40 deaths and 100 injuries result from those fires.
- Select a fresh tree. The needles of pines and spruces should bend, not break, and should be hard to pull off the branches. A needle pulled from a fresh tree will snap when bent, much like a fresh carrot. Also, look for a trunk sticky with sap.



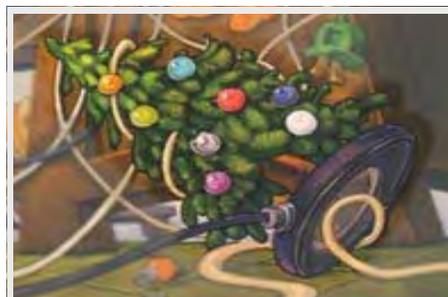
- Cut off about two inches of the trunk and put the tree in a sturdy, water-holding stand. Keep the stand filled with water so the tree does not dry out quickly.
- Place your tree away from fireplaces, radiators, and other heat sources. Make sure the tree does not block foot traffic or doorways.
- If you use an artificial tree, choose one that is tested and labeled as fire resistant. Artificial trees with built-in electrical systems should have the Underwriters Laboratory (UL) label.

## Tree Lights

- Use indoor lights *only indoors*, and outdoor lights *only outdoors*. Look for the UL label. Check lights for broken or cracked sockets, frayed or bare wires, or loose connections. Replace or repair any damaged light sets.



- Use no more than three lights sets on one extension cord. Extension cords should be placed against the wall to avoid tripping hazards. Do not run cords under rugs.
- Turn off all lights on trees and decorations when you go to bed or leave the house.



- Use the proper step stool or ladder to reach high places.
- Read the label before you use materials that come in jars, cans, and spray cans.
- Never place lighted candles on a tree or near any flammable materials.
- Avoid placing breakable tree ornaments or ones with small, detachable parts on lower branches where small children or pets can reach them.
- Do not hang popcorn chains and candy canes on the tree when small children are present. They may think that other tree ornaments are also edible.

Reference: National Safety Council

## How To Protect Your Child And Pets From Electrical Accidents

Submitted by: Shanaz Sharifpour

To prevent your child from receiving an electrical shock, cover exposed electrical outlets with protective devices. There are many types to choose from, including outlet caps that completely close off unused outlets, tamper-resistant outlets, and tamper-resistant wall-plates and adaptors.

A favorite target of babies and toddlers are power cords, which they are apt to place in their mouth and chew. Consequently, parents should replace worn or frayed electrical cords.

Children also love to tug on loose electrical cords. As a result, they can knock over a lamp, appliance, or telephone and injure themselves in the process. To prevent these types of accidents it is suggested that all cords be placed out of the reach of small hands. Don't run extension cords under carpets or rugs, because walking on cords could break the insulation and possibly cause a fire. Also remember to:



- Make sure there's a light bulb in every lamp socket.
- When portable fans, clothes irons, space heaters are not in use, be sure to unplug them and put them away.
- If your fuse box is within reach of a small child, padlock it shut, and place the key in a safe place accessible only to adults.
- Use extension cords only for temporary power.
- Use night lights to illuminate darkened areas of your home.

Use a switch extender wall-plate, which helps youngsters reach wall switches to turn lights on and off.

Reference: [www.esfi.org](http://www.esfi.org)

## Holiday Season Safety

Submitted by: Shanaz Sharifpour

The National Safety Council Offers these suggestions to help make your holiday season merry and safe:

### Candles

Never use lighted candles near trees, boughs, curtains/drapes, or with any potentially flammable item.

### Toys and Gifts

Be especially careful when you choose toys for infants or small children. Be sure anything you give them is too big to get caught in the throat, nose, or ears. Avoid toys with small parts that can be pulled or broken off. If you are giving toys to several children in one family, consider their age differences and the chances that younger children will want to play with older kids' toys.

### Older Adults

Select gifts for older adults that are not heavy or awkward to handle. For persons with arthritis, make sure the gift does not require assembly and can be easily opened and closed. Choose books with large type for anyone with vision impairment.

### Plants

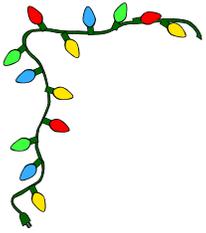
Small children may think that holiday plants look good enough to eat. But many plants can cause severe stomach problems. Plants to watch out for include: mistletoe, holly berries, Jerusalem cherry, and amaryllis. Keep all of these plants out of children's reach.



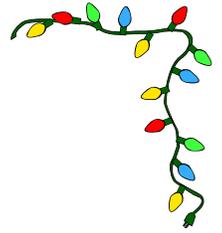
### Stress

The holiday season is one of the most stressful times of the year. You can't avoid stress completely, but you can give yourself some relief. Allow enough time to shop rather than hurry through stores and parking lots. Plan to do only a reasonable number of errands. When shopping, make several trips to the car to drop off packages rather than try to carry too many items. Take time out for yourself. Relax, read, or enjoy your favorite hobby at your own pace.

Reference: National Safety Council



# *Home Hazard Hunt*



## *Checklist For Identifying Electrical Hazards Around Your Home*

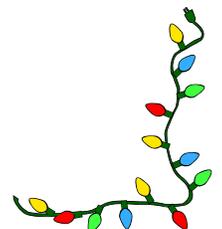
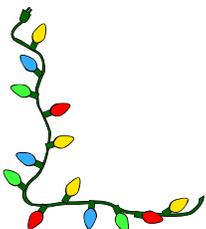
- \*  Replace frayed or cracked extension and appliance cords, loose prongs and plugs.
- \*  Make sure there is only one plug per outlet. Avoid overloading outlets. If you **must** use an extension cord, use a cord that's rated for the electrical load and no longer than is really needed.
- \*  Remove electrical cords that run under rugs or over nails, heaters, or pipes.
- \*  Cover exposed outlets and wiring with appropriate cover.
- \*  Repair or replace appliances that overheat, short out, smoke, or spark..

**Electricity is a powerful and useful energy source that also must be treated with respect and extreme caution.**

### *REMEMBER:*

**At least once each year, inspect your home to find and correct potential hazards.**

Reference: Federal Emergency Management Agency (FEMA)



## Good Health Habits For Prevention of Seasonal Flu

Submitted by: Shanaz Sharifpour

**The single best way to prevent seasonal flu is to get vaccinated** each year, but good health habits like covering your cough and washing your hands often can help prevent respiratory illnesses like the flu. There also are flu antiviral drugs that can be used to treat and prevent the flu.

### ● **Avoid close contact**

Avoid close contact with anyone who's sick, especially during the first few days of the illness. When you are sick, keep your distance from others to protect them from getting sick too.

### ● **Stay home when you are sick**

If possible, stay home from work, school, and errands when you are sick. You will help prevent others from catching your illness.



### ● **Cover your mouth and nose**

Cover your mouth and nose with a tissue when coughing or sneezing. It may prevent those around you from getting sick.



### ● **Clean your hands**

Washing your hands frequently will help protect you from germs. Clean your hands after coughing or sneezing. Wash with soap and water, or clean your hands with an alcohol-based hand cleaner.

### ● **Avoid touching your eyes, nose, or mouth**

Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.



### ● **Practice other good health habits**

Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.

### ● **If you do get the flu; prescription antiviral medications can reduce symptoms, make you less contagious, and help you get well faster.**

Reference: Centers for Disease Control and Prevention (CDC)

For additional information on prevention, visit:

<http://www.cdc.gov/flu/protect/covercough.htm>

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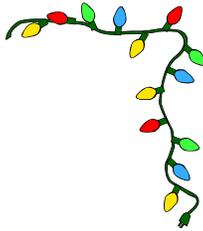
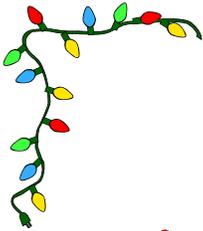
**Marianne A. Trussell**  
FDOT Chief Safety Officer

This monthly newsletter is produced by the State Safety Office under the supervision of Marianne A. Trussell, the Department's Chief Safety Officer.

For content information, please call the editor at:  
850 245-1510

Our internet address is:  
[www.dot.state.fl.us/safety](http://www.dot.state.fl.us/safety)

Our intranet address is:  
[Infonet.dot.state.fl.us/safetyoffice/](http://Infonet.dot.state.fl.us/safetyoffice/)



## CHRISTMAS FACTS THAT MAY SURPRISE YOU !

-  In 1836, Alabama was the first state in the United States to declare Christmas a legal holiday.
-  In 1856 Franklin Pierce, the 14th President of the United States, was the first President to place a Christmas tree in the White House.
-  President Coolidge started the National Christmas Tree Lighting Ceremony on the White House lawn.
-  Teddy Roosevelt banned the Christmas tree from the White House for environmental reasons.
-  The Puritans in America tried to make Thanksgiving Day the most important annual festival instead of Christmas.
-  The biggest selling Christmas song of all time is Bing Crosby's "White Christmas".
-  In 1907, Oklahoma became the last State to declare Christmas a legal holiday.
-  "Jingle Bells" was originally written for a Thanksgiving celebration, in 1857.
-  In North America, there are more than 15,000 Christmas tree growers.
-  An acre of Christmas trees provides for the daily oxygen requirements of 18 people.
-  2-3 seedlings are planted for every harvested Christmas tree.
-  Using small candles to light a Christmas tree dates back to the middle of the 17th century.
-  The Christmas abbreviation Xmas, is thought to be sacrilegious, but in fact the first letter of the Greek word for Christ is chi, which is X. Before the invention of the printing press, "Xmas" was often used, in print, to save time and ink.

*Happy Holidays*

*Safety is Always in Season*



# Safety Advisor Word Search

H G E W C G S Y G J L S L D D  
E I E L E H T T B I H R E C R  
A A L R E E R M R O F T C O A  
L Y M L F C E I C E A T M R Z  
T S D A N A T K S N S T S D A  
H U S K J E T R I T B S R S H  
T I S S U E S M I P M O E E R  
T O Y S C D A S E C W A U D E  
L I Y E U T V F B H A H S G K  
I D F D N C O T G V M L B K H  
G F T O D E C O R A T I O N S  
H A C O R N A M E N T S F I I  
T H O L I D A Y C F Q F L E Z  
S L S I C V N C I W Q L U J P  
V X F Q L E I Q O U R F I G J

|         |             |              |
|---------|-------------|--------------|
| BOUGH   | CHRISTMAS   | CONTAMINATED |
| CORDS   | DECORATIONS | ELECTRICAL   |
| FLU     | GERMS       | GIFTS        |
| HAZARD  | HEALTH      | HOLIDAY      |
| ILLNESS | LIGHTS      | ORNAMENTS    |
| SAFETY  | SHOCK       | STRESS       |
| TISSUE  | TOYS        | TREE         |

## Safety Advisor Customer Satisfaction Survey

We are interested in your opinion. In order to better serve your needs, please take a moment to fill out this brief questionnaire. Send to:

Local Fax: 850 245-1554

Via US Postal Service (or inter-office mail) to the address shown below.

Attention: Industrial Safety  
 Florida Department of Transportation  
 605 Suwannee Street, MS 53  
 Tallahassee, Florida 32399-0450

| Survey Questions  | Yes                      | No                       |
|---|--------------------------|--------------------------|
| Are the Safety Advisor topics relevant to your day to day job?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you ever used the Safety Smart web site?   | <input type="checkbox"/> | <input type="checkbox"/> |
| What would you suggest to improve the suitability of the Safety Advisor to our needs or to improve the overall quality? (Please be specific)<br><br><hr/> <hr/> <hr/> |                          |                          |
| Do you have any questions regarding Industrial Safety programs and/or operations? Please feel free to include your questions or comments.<br><br><hr/> <hr/> <hr/>    |                          |                          |

### Safety Slogan of the Month Entry Form

You are encouraged to submit safety slogans applicable to the monthly safety themes.

Slogans are judged on originality and relevance to the month's theme (there are two themes each month).

You may also email your slogans to [shanaz.sharifpour@dot.state.fl.us](mailto:shanaz.sharifpour@dot.state.fl.us) or [nancy.lynn@dot.state.fl.us](mailto:nancy.lynn@dot.state.fl.us)

In the subject line of your email please write "*Safety Slogan Entry*".

**Please Print**

Safety Slogan for the month of \_\_\_\_\_

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Name: \_\_\_\_\_ Location/Office: \_\_\_\_\_

District: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Suncom: \_\_\_\_\_

## Monthly Themes for 2007

**January:** Back Injury Prevention and Safety Meetings

**February:** Fall Protection and Traffic Safety

**March:** Laboratory and Office Safety

**April:** Hazardous Materials & Blood Borne Pathogens

**May:** Respiratory Protection and Tool Safety

**June:** Materials and Managing Stress

**July:** Heat Stress and Outdoor Hazards

**August:** Work Zone Safety and Safety Committees

**September:** Fitness/Nutrition and Bicycle/Pedestrian Safety

**October:** Fire Protection and Personal Protective Equipment

**November:** Vehicle Safety and Ergonomics

**December:** Holiday Safety and Electrical Hazards

## Safety Slogan Winner

**Follow the code...  
Don't overload.**

**Sallie Barnes  
District 2  
Jacksonville Maintenance**

### *Safety Hot Line*



*Local (850) 245-1543*

You can now report hazards by telephone.

You can stay anonymous.

Everything is confidential.

Action will be taken and you will  
be notified within 30 days.

### *Get More from Safety Smart Online*

<http://floridadot.safetysmart.com/SSOL/enterprise/>



*December 2007*

**Holiday Safety and Electrical Hazards**

*HAPPY HOLIDAYS*

| Sunday        | Monday          | Tuesday             | Wednesday | Thursday | Friday       | Saturday              |
|---------------|-----------------|---------------------|-----------|----------|--------------|-----------------------|
|               |                 |                     |           |          |              | 1                     |
| 2             | 3               | 4                   | 5         | 6        | 7<br>Payday  | 8                     |
| 9<br>New Moon | 10              | 11                  | 12        | 13       | 14           | 15                    |
| 16            | 17              | 18                  | 19        | 20       | 21<br>Payday | 22<br>Winter Solstice |
| 23            | 24<br>Full Moon | 25<br>Christmas Day | 26        | 27       | 28           | 29                    |
| 30            | 31              |                     |           |          |              |                       |

**Light up your Christmas tree,  
not your home;  
use approved decorations and lights.**