

SPECIAL POINTS
OF INTEREST:

- Lighting Up the Holidays
- Greenery
- Keeping Your Holiday Cool
- New Year Resolutions
- Traveling
- Traveling by Air

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Hats ON for Safety

VOLUME 1, ISSUE 32

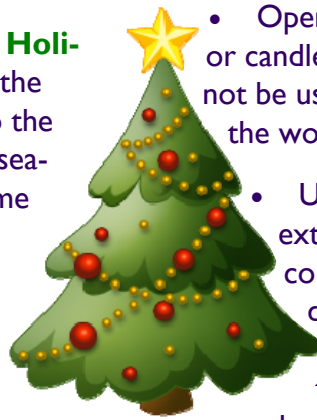
DECEMBER 2009

Happy Safe Holidays!

Lighting Up the Holidays

Decorating the workplace adds to the joy of the holiday season. Here are some safety tips:

- Use indirect lighting
- No electric lights on metallic trees
- If individual tree lights are used, examine them for broken or frayed wires or loose connections. Do not attempt to repair them, throw them out. The cost of new ones is cheap in comparison with the risk of fire.



- Open flames or candles may not be used in the workplace.
- Use of extension cords is discouraged; if they are used, make sure they are in good condition. The extension cord wire should be equal to or larger than the wire you plug into it. When in doubt, use a heavy-duty cord.
- Never tack or staple an extension cord.
- Make sure cords do not dangle from

countertops and table tops where they can be pulled or tripped over. If your cord lacks safety closures, cover any unused outlets with electrical tape to prevent the chance of a child making contact with a live circuit.

- Use decorative lights only when you are home and awake. Outside, use only lights that are designed for exterior use.
- If you didn't check your smoke detector batteries when you changed your clocks, do it now.

Greenery

It is recommended to use artificial greenery made of fire retardant materials for office decorating. All materials should be either non

combustible (not all artificial trees are) inherently flame retardant or have been treated with a flame retardant solution.

When using live evergreens at home, make

sure you get a fresh tree and keep it well watered.

Stomp the tree on the ground, the outer needles should not fall off.



Keeping Your Holiday Cool

At work, **save your easiest low-pressured tasks for the end of the day**, (return phone calls, read professional literature, preview tomorrow's schedule, tidy your work area). This will let you unwind and you will be able to leave work at work when you go home.

Stretch to relax– Take a deep breath and stretch, creating hand, arm and chest tension. Then, exhale. Breathe normally, then repeat until all tension (or most of it) is gone.



A stress relief breathing technique: rapidly blow out all the air in your lungs; then slowly breathe in through your nose. Repeat six times.

New Year Resolutions

Pay It Forward

We usually think of losing weight, stopping smoking or drinking, learning something new, but what about "Paying it Forward"

Spread goodwill in the New Year by helping someone else, particularly if you've enjoyed success with your own resolution. Don't think you have the time or resources to spare? You can make this goal as easy or involved as you like.

Aim to do something nice each day: Hold open a door, let someone merge into traffic, say "thank you." The possibilities are endless. For an even bigger impact, volunteer at your local shelter or soup kitchen. Buy a bagged lunch and give it to a homeless person.

Let us know if you have any ideas for our safety newnewsletter. E-mail kathy@southernbuilder.org.

Traveling

You have the car packed, the GBS loaded, the presents in the car. You've cancelled the paper and stopped the mail and you are ready to roll.

Whether you are shopping or traveling, when parking, roll up the windows, lock the car, take the keys and insure your valuables are concealed (preferably in the trunk). When it's dark, park and walk in lighted areas.

If you must leave valuables in your car, place them out of sight before reaching your destination. Someone may be watching when you put them under the seat or throw something over them. A thief may be on the look out for "trunk

packing" and can break into your car the minute you're out of sight.

One reason SUVs and pickups are common auto-burglary targets is they don't have a "trunk" to hold valuables.

Plan your shopping so that you don't load your trunk until you are ready to drive somewhere else. Load your trunk when you leave a location. Never open your trunk, load it, close it and just walk away to do more shopping.

Traveling by Air

Do not lock your checked bags. If TSA (Transportation Security Ad-

WHAT IS YOUR CAR SCREAMING OUT TO THIEVES?



**Psssttt ...
FREE STUFF!**

**Don't make
your car
into a big gift-box
for thieves!**

ministration) screeners have to open your baggage they simply open and check. If the bags are locked the locks may have to be broken. TSA is not liable for damage caused to locked bags that had to be opened for security purposes. If you must lock the bags, use a TSA recognized locking mechanism.

Some information for this newsletter was taken from [The Police Notebook](#), nmse.edu/safety; lifescrypt.com