



## UCOP Safety Tips – Office Decorations

### Decorative materials

- Decorative materials are not permitted in corridors. Do not obstruct exit signs, fire alarms, extinguishers, sprinkler heads or hose cabinets. Best locations:
  - Reception areas
  - Lobbies
  - Foyers
  - Break rooms
- All decorative materials -- including trees, tree cuttings, artificial greenery, hay, straw, curtains, drapes, hangings, etc. -- must qualify as one of the following:
  - Noncombustible (not all artificial trees are!)
  - Inherently flame retardant (the label will say so)
  - Treated with a flame retardant solution by a licensed treatment vendor
- When putting up holiday decorations, always use the proper step stool or ladder to reach high places. Don't stand on chairs, desks, or other furniture.

### Extension cords

- Extension cords are permitted for temporary use only.
- Make sure extension cords are in good condition and UL-listed.
- The extension cord wire should be equal to or larger than the wire you plug into it. If in doubt, use a heavy-duty cord.
- Never tack or staple extension cords to the wall or woodwork. This could damage the cord and create a fire hazard.
- Make sure cords do not create trip hazards.
- Do not link or "daisy chain" extension cords. Select a single extension cord long enough to do the job.
- Plug extension cords directly into the wall, not into a power strip or 3-prong adaptor.
- Never run an extension cord under carpeting or through walls or doorways.

## Lighting

- Open flames and candles may not be used in the workplace.
- Use indirect lighting whenever possible.
- Natural trees or non-metallic artificial trees may be decorated with electrical lights. Never use electrical decorations or devices on metallic trees.
- Use only UL-listed light sets that are in perfect condition. If you find any of the following conditions when you examine lights, discard them immediately:
  - Broken, frayed or exposed wires
  - Bulbs broken off in the socket
  - Loose connections
  - Holes from having been tacked or stapled in the past
- Consider LED lights rather than incandescent bulbs. They are less likely to cause a fire and are better for the environment.
- Connect no more than 3 light sets to a single extension cord.
- Assign a staff member to turn lights off at the end of every workday.

## Trees

- When selecting a natural tree, test for freshness by lifting tree off the ground a few inches and bringing it down again abruptly. If a lot of the outer needles fall off, select another tree.
- Buy a tree that's treated with a flame retardant solution. Keep in mind that flame-retardant coatings do NOT extend the length of time a tree should be permitted indoors.
- Mount tree securely in a stand with a water reservoir and add fresh water daily.
- Remove trees immediately upon any signs of dryness (brittleness, loss of color, falling needles) which indicate tree is now extremely flammable.
- Remove natural trees from the building prior to any extended period of vacancy.