



Facilities and  
Engineering/Environmental Health  
and Safety Newsletter

Safety Office: (843) 953-4816, 953-6945/Radio: Channel 1 #98 or #99

Date: December 17, 2018

Safety Counter

**45**

Days Since Last Recordable

(Contusion Shoulder – HVAC 11/2/18)

(Last injury, slip and trip in Bond Hall)

**Safety Stats**

6	YTD Campus Recordable Injuries
2.0	RIR Rate (Target: 0.00)
13	YTD First Aids & Report Only
1.9	NCAIS Educational Institution Avg.
<b>Days Since Last OSHA Recordable</b>	
573	Zone Maintenance
45	HVAC
227	Grounds
>1,095	Paint Shop
>1,095	Electrical Shop
>1,095	Motor Pool
>1,095	Carpenter Shop
247	Machine/Plumbing Shop
367	All Other Campus Departments



The Environmental Health and Safety Department at the Citadel would like to wish you and your family a very Merry Christmas and a Happy New Year. Have a safe and happy holiday time with family and friends. Looking forward to great and exciting things in 2019!



Link to Safety Alerts <http://www.citadel.edu/root/safety-alerts>

Link to Safety Newsletters <http://www.citadel.edu/root/citadel-safety-newsletters>

Campus AED Locations: [http://www.citadel.edu/root/images/environmental\\_health-safety/campus\\_aed-map.pdf](http://www.citadel.edu/root/images/environmental_health-safety/campus_aed-map.pdf)

### What You Can Do To Be Safe During the Holidays

- Place Christmas trees, candles, and other holiday decorations at least three feet away from heat sources like fireplaces, portable heaters, radiators, heat vents and candles.
- When choosing a Christmas tree, purchase one that is flame retardant metallic or artificial.
- If you do choose a real tree, ensure that it's fresh and that green needles aren't easily broken. And remember – keep live trees as moist as possible by giving them plenty of water.
- Before stringing your holiday lights check them over to ensure that there are no frayed electrical cords, that they are in good working condition, and that they are used according to the manufacturer's instructions.
- Make sure to unplug your tree and holiday lights when you leave the house and when you go to bed.
- Never leave burning candles unattended and make sure to extinguish them when going to bed.
- Designate one person to walk around your home to make sure that all candles and smoking materials are properly extinguished after guests leave.
- Holidays mean lots of cooking and baking. However, the kitchen is also one of the most common places for a home fire to start. When using potholders, oven mitts, wooden utensils, paper, kitchen towels, and other flammable items, be sure to keep them well clear of the stovetop.

### **What constitutes an OSHA recordable injury?**

In order for an injury or illness to be recordable, it must be work-related. An injury is considered work-related if an event or exposure in the workplace caused or contributed or significantly aggravated a pre-existing condition.

Generally, a recordable injury or illness under OSHA is defined as one that requires medical treatment beyond first aid, as well as one that causes death, days away from work, restricted work days, transfer to another job or loss of consciousness.

**With the Christmas decorations all set up and the excitement of the holidays in the air, it is easy to forget about safety precautions and careful behavior. With the frosty holiday gusts and the exciting adventures, many safety and home security issues may not have been considered.**

- If you are traveling – don't post your travel plans online. If possible, have any packages delivered well before the holiday season or after to avoid items to be stolen off the front porch.
- Electrical fires – inspect all strings of lights both cords and bulbs. December is the deadliest month for electrical fires.
- Heating Equipment Fires – use extra caution when using fire places and furnaces during the heating season.
- General Fire Safety – make sure and be safe with small flames and fires – especially the use of candles.
- Grease Fires – know what to do in case of a grease fire – especially around turkey fryers (be sure the oil to fry the turkey is the right temperature and fry outside in a well ventilated area).

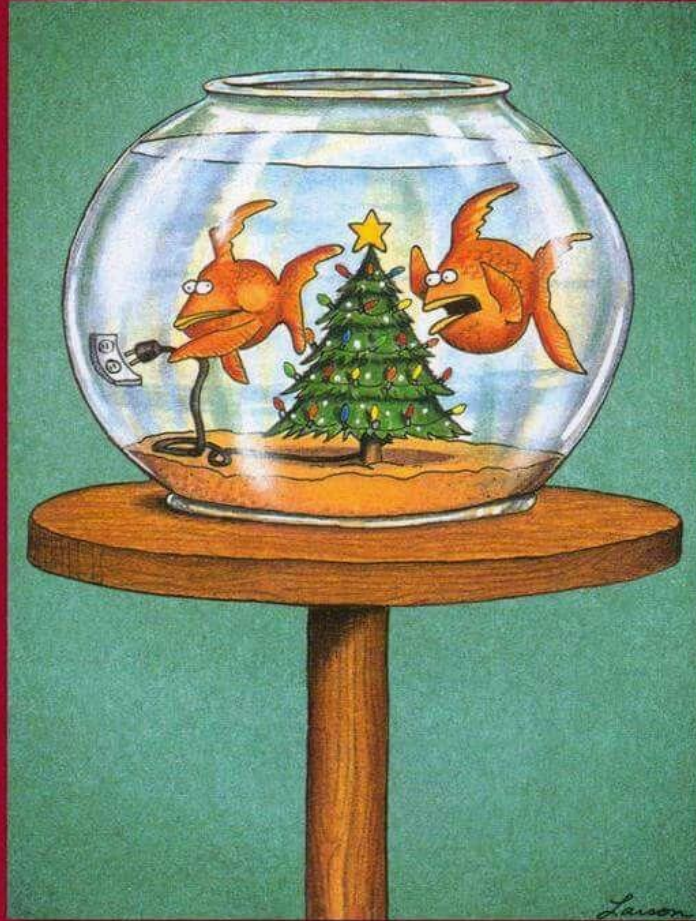
Source: [www.huffingtonpost.com/holidaytips](http://www.huffingtonpost.com/holidaytips)

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## SAFETY PICTURE OF THE DAY



*"Bob! you fool. ... Don't plug that thing in!"*



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# Christmas Tree Safety



As you deck the halls this holiday season, be fire smart. A small fire that spreads to a Christmas tree can grow large very quickly.



## PICKING THE TREE

- Choose a tree with fresh, green needles that do not fall off when touched.



## PLACING THE TREE

- Before placing the tree in the stand, cut 2" from the base of the trunk.
- Make sure the tree is at least three feet away from any heat source, like fireplaces, radiators, candles, heat vents or lights.
- Make sure the tree is not blocking an exit.
- Add water to the tree stand. Be sure to add water daily.



## LIGHTING THE TREE

- Use lights that are listed by a qualified testing laboratory. Some lights are only for indoor or outdoor use.
- Replace any string of lights with worn or broken cords or loose bulb connections. Read manufacturer's instructions for number of light strands to connect.
- Never use lit candles to decorate the tree.
- Always turn off Christmas tree lights before leaving home or going to bed.



## After Christmas

Get rid of the tree after Christmas or when it is dry. Dried-out trees are a fire danger and should not be left in the home or garage, or placed outside against the home.

Check with your local community to find a recycling program.

Bring outdoor electrical lights inside after the holidays to prevent hazards and make them last longer.

## FACTS

- ! **One quarter** of home Christmas tree fires are caused by electrical problems.
- ! Although Christmas tree fires are not common, when they do occur, they are more likely to be serious.
- ! A heat source too close to the tree causes roughly **one in every four** of the fires.



Your Source for SAFETY Information

NFPA Public Education Division • 1 Batterymarch Park, Quincy, MA 02169

Name of Organization Here

Contact Information Here

[www.nfpa.org/education](http://www.nfpa.org/education) ©NFPA 2016

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## WHAT TO DO IN CASE OF FIRE OR EMERGENCY IN A CAMPUS BUILDING...

1. Numbers to call in case of a fire or emergency:

A. From a campus (VOIP) phone  
- 953-5114 (Citadel Public Safety)  
-811 (Citadel Public Safety)

B. From a cell phone  
-911 (Charleston 911 Dispatch Center)  
-843-953-5114 (Citadel Public Safety)

2. Give the following information:

A. Name  
B. Phone Number (Preferably a cell #)  
C. Location (Bldg, Room #)

D. Nature of emergency (What is the situation?)  
E. Number of Injured  
F. Nature of Injuries (How/what is injured?)

### **DO NOT hang up until told to do so.**

3. **ALL PERSONNEL MUST EVACUATE** the building when a fire alarm is sounding. **NO EXCEPTIONS!**

4. Know multiple routes out of your building. DO NOT use an elevator in the event of a fire or emergency.

5. Know where your fire extinguishers are located and what types of extinguishers are available.

6. Only attempt to extinguish a fire if you deem it safe enough and small enough. If in doubt, evacuate.

7. Know where the closest fire alarm pull station is located. Most are located near an exit or door to a stairwell.

8. Consider your co-workers. Provide additional help evacuating to those in need, i.e. injured, handicapped, and elderly.

9. Know where your muster points are located. All facilities should have a primary and alternate muster point to assemble and complete accountability of all faculty, staff and students. Muster points should be far enough away from the building to avoid impeding emergency response vehicles. Primary and alternate muster points should be located away from each other in case one is impacted by smoke, gases, etc.

10. Notify emergency responders of anyone that may still be left in the building and where they may be located.

11. **DO NOT RE-ENTER THE BUILDING** for any reason. Only re-enter the building after being given the **"ALL CLEAR"** by Public Safety and alarms have been silenced.

12. Close all doors in office, administrative and educational buildings after rooms have been evacuated. This is especially important if the room is on fire. Closed doors will help to compartmentalize the building and reduce the spread of fire.

13. Barracks doors will be left open with lights on after evacuation unless the room in question is on fire. That door will be closed. Barracks doors left open are to help assist in the evacuation and accountability process.

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# Christmas Holiday

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

BOW  
EVERGREEN  
MISTLETOE  
SANTA

CAROLING  
FAMILY  
PRESENTS  
SNOW

CELEBRATE  
HOLIDAY  
RUDOLPH  
WREATH