



**Holiday Safety Rundown**  
October 27, 2023

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**Upcoming Risk Control Webinar**  
November 15, 2023  
11:00am-12:00pm MDT  
10:00am-11:00am PDT

Workplace Mental Health and Well-Being and its Impact on Employee Safety

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**Presenters/Team Members**

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**Agenda**

- Basic Security
- Travel Safety
- Staying Safe Online
- Food Safety
- Fire Safety
- Q & A

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**Basic Security – Smart Shopping Tips**

- Be situationally aware while moving in transition spaces.
- Park close to your destination, in a well-lit area. Lock all packages in the trunk and out of sight.
- Carry your purse close to your body and stow your wallet inside a zippered pocket.
- Report any suspicious activity or unattended packages to store/mail security or law enforcement.
- Keep your car key handy and lock your doors as soon as you get inside your vehicle.




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**Basic Security – Home**

- Turn off lights or decorations before bedtime, or set automatic timers for six or eight-hour increments to conserve energy.
- Consider installing motion or lighting sensors that turn off automatically when no one is around.
- Let strangers who knock know you are home without opening your door. Do not feel compelled to donate to solicitors.
- Ask a neighbor to collect your mail or have the post office hold it, if you plan to travel for an extended period.
- Point any decorative outdoor laser light devices at your home and not towards the sky.
- Wait to post vacation pictures on social media sites until you return.



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## Basic Security – Workplace



- 1) Report all solicitors or suspicious persons to security immediately.
- 2) Be suspicious of unfamiliar people claiming to be repair persons, as thieves are apt to disguise themselves.
- 3) Make sure your receptionist and/or security team clears any workers or contractors before allowing them into your office.
- 4) Question visitors who wander throughout your offices. Legitimate guests will appreciate your offers of assistance, while potential solicitors or thieves will be deterred.
- 5) Lock all personal items in a desk or file cabinet. Employees should never leave purses or wallets exposed where they can easily be stolen.
- 6) Draw blinds after hours so that computers and other valuables are not visible from the outside.
- 7) Close doors when the office is empty and secure all valuables in a desk or closet when unattended.
- 8) Request a security or buddy escort to your car if you are working late and feel vulnerable.

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## Travel Safety



- Traveling by car during the holidays has the highest fatality rate of any major form of transportation based on fatalities per passenger mile.
- Hundreds of people die every year in crashes on **New Year's Day, Thanksgiving Day** and **Christmas Day**, according to **Injury Facts**.
- Alcohol impairment is involved in about a third of these fatalities.

<https://www.nhtsa.gov/communities/safety/cultery-topics/seasonal-safety/winter-safety/driving>

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## Travel Safety



- Stay safe on the roads over the holidays – and every day:
- Prepare your car for winter and keep an **emergency kit** with you
  - Get a good night's sleep before departing and **avoid drowsy driving**
  - Leave early, planning ahead for heavy traffic
  - Make sure every person in the vehicle is properly buckled up no matter how long or short the distance traveled
  - Put that cell phone away; **many distractions occur while driving**, but cell phones are the main culprit
  - Practice defensive driving
  - Designate a sober driver to ensure guests make it home safely after a holiday party; **alcohol** or over-the-counter, prescription and illegal drugs can cause impairment.

<https://www.nhtsa.gov/communities/safety/cultery-topics/seasonal-safety/winter-safety/driving>

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## Staying Safe Online



- Need to stay safe from scam websites/emails touting deals and sales.
- Never follow links from emails or open attachments when you don't recognize the sender. Double check the name and email address of the person who sent the file or link – sometimes scammers will send emails using the name of someone you know but an incorrect email address.
- Go to the website directly (Target, Amazon, Walmart, etc.), not through third-party links. Also, consider using an app if the store has an official one; this will help you avoid typing in the web address incorrectly.
  - Download the app only from the store's official website or an official source like the Apple Store or Google Play with ratings/reviews to ensure you are not downloading a fake app.
- Double check the website address for typos – sometimes fake websites will be created with a web address like a valid retailer to steal the information you type in.

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## Staying Safe Online



- 1) Use credit cards to make online purchases.
  - Debit cards are linked to checking accounts and if a criminal gains access to these accounts they can drain funds quickly.
  - Credit cards also generally offer more protection if the card number is stolen.
  - Consider using a virtual payment system such as PayPal or Venmo (always pay as Goods and Services, not Friends and Family, which provides no buyer protection), gift cards, or setting up virtual cards to use online in place of your debit card.
  - Do not use public Wi-Fi for financial transactions
- 2) Use a unique, strong password for any site where you input personal data/payment information.
  - Use a hard-to-guess sentence
  - Use three random words
  - Use lower and upper case letters, numbers, and symbols
  - Use a unique password for each website
  - Do not use personal information (like your pet's name) for passwords.
- 3) Do not use public Wi-fi for financial transactions

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## Staying Safe Online



- 4) Shop with reputable retailers.
  - You may find an amazing deal on an unfamiliar site, but watch out....it may be a scam. (If something seems like too good of a deal it most likely is!)
- 5) Don't fall for email or text scams.
  - Delete suspicious emails or texts from unknown senders.
  - Do not open unknown attachments "delivery issue, your account has been locked".
  - Do not click on random links.
  - Use antivirus software on your computer and your phone and make sure they are up to date.
- 6) Check if you are using a secure website.
- 7) Create an email address that you use only for online shopping.
- 8) Always log off from the site after you have completed your transaction.
- 9) Check the URL address of the website.
  - Criminals use fake websites (pharming) to trick people into giving personal information or to load malicious software onto their computers or phones.
- 10) Check your banking statements for unauthorized purchases regularly.

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### Phone Scams – Just Hang Up



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### Food Safety: Happy Halloween...But Be Safe



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### Food Safety – Food Poisoning is No Joke

- Wash your hands frequently when handling food.
- Keep raw meat away from fresh produce.
- Use separate cutting boards, plates and utensils for uncooked and cooked meats to avoid cross-contamination.
- Use a food thermometer to make sure meat is cooked to a safe temperature.
- Refrigerate hot or cold leftover food within two hours of being served.
- When storing turkey, cut the leftovers in small pieces so they will chill quickly.
- Thanksgiving leftovers are safe for three to four days when properly refrigerated.

<https://www.cdc.gov/foodsafety/communication/holidays.html>

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### Fire Safety

- Winter holidays are a time for families and friends to gather and enjoy time together. However, gathering may also lead to a great risk of fires. Incorporating a few simple tips for holiday gatherings will promote an enjoyable holiday season.



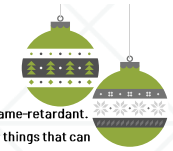
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### Holiday Decorating

- Choose decorations that are flame-resistant or flame-retardant.
- Keep lit candles away from decorations and other things that can burn.
- Some lights are only for indoor or outdoor use, but not both.
- Replace any string of lights with worn or broken cords or loose bulb connections.
- Read the manufacturer's instructions for the number of light strands to connect.
- Use clips, not nails, to hang lights so the cords do not get damaged.
- Keep decorations away from windows and doors.



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## Holiday Entertaining

- Test your smoke/carbon monoxide alarms and replace batteries.
- Keep children and pets away from lit candles.
- Keep matches and lighters up high in a locked cabinet.
- Stay in the kitchen when cooking on the stovetop.



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## Halloween Fire Safety Tips

- Use glow sticks or battery-operated candles for jack-o'-lanterns and other Halloween decorations.
- When choosing costumes, stay away from long, trailing fabric.
- Provide children with flashlights to carry for lighting or glow sticks as part of their costume.
- Keep Halloween decorations away from open flames and other heat sources, such as light bulbs and heaters.
- Remember to keep exits clear of decorations, so nothing blocks escape routes.

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## Thanksgiving Fire Safety Tips

- Stay in the kitchen when you are cooking on the stovetop, so you can keep an eye on the food.
  - Only use fryers outside with a portable fire extinguisher on site!
- Keep children away from the stove. The stove will be hot, and kids should stay 3-feet away.
- Make sure kids stay away from hot foods and liquids.
- Be sure electric cords from an electric knife, coffee maker, plate warmer, or mixer, are not dangling off the counter within easy reach of a child.
- Never leave children alone in a room with a lit candle.

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## Holiday Tree Safety Tips

### SELECTING 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 sources, 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 the manufacturer's instructions for the number of light strands to connect.
- Always turn off Holiday tree lights before leaving home or going to bed.

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## Thank You! Any Questions?

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Contact us for any planning or training questions

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