

Safety Newsletter

Holiday Office Decorations

The holiday seasons are a great time to decorate and personalize our space to get into a festive mood. While NDSU encourages this for our students, faculty and staff, there are guidelines to be followed to ensure that everyone's working area is safe. By outlining and following the recommended guidelines, we learn to prevent injury and safeguard ourselves and our coworkers against a job related injury or death.

- * Decorations at NDSU must not disguise, cover or interfere with any safety device, including fire safety equipment such as fire extinguishers, exit signs, sprinkler heads and piping, electrical panels and fire alarm pull stations.
- * Decorations including trees that might be used must be non-combustible. This includes tinsel, paper, sprays or other materials that might be used to decorate individual rooms, corridors, or places of assembly.

- * Only miniature electric lights will be permitted and must display listing by a nationally recognized testing laboratory (NRTL). No loose sockets, frayed or damaged cords or cords wrapped in electrical tape will be permitted. Wiring may not be run through doorways, under carpeting, hung from ceiling tiles or run through holes in a wall. The use of extension cords is not allowed. Surge protector power strips are recommended. The period for holiday decorative lighting must not exceed 30 days. Holiday lights must be turned off when leaving the building.
- * Only trees displaying a listing by a NRTL can be used. This non-combustible requirement applies to the entire tree: branches, trunk and trunk wrapping. If the artificial tree is other than metal, it must be non-combustible.
- * The location of the tree or decorations

shall not block, nor restrict the use of halls, exits, stairways and shall not cover any exit signs, emergency lighting, fire extinguishers, fire alarm pull stations, sprinkler heads or electrical panels. Trees shall be located in areas as remote as possible from stairways. **LIVE TREES SHALL NOT BE USED.**





Safe Shoveling Tips

North Dakota winters usually provide us with ample opportunity for outdoor activity in the form of snow shoveling. While this is a great physical activity to keep us active, it can also be dangerous if not done properly. NDSU Extension Service offers the following heart healthy and back friendly tips.

- If you are inactive and have a history of heart trouble, talk to your doctor before you take on the task of shoveling snow.
- Avoid caffeine or nicotine before beginning. These are stimulants, which may increase your heart rate and cause your blood vessels to constrict. This places extra stress on the heart.
- Drink plenty of water. Dehydration is just as big an issue in cold winter months as it is in the summer.
- Dress in several layers so you can remove a layer as needed. Synthetic fibers help wick away perspiration better than natural fibers.
- Warm your muscles before shoveling by walking for a few minutes or marching in place. Stretch the muscles in your arms and legs because warm muscles will work more efficiently and be less likely to be injured.
- Pick the right shovel for you. A smaller blade will require you to lift less snow, putting less strain on your body.
- Begin shoveling slowly to avoid placing a sudden demand on your heart. Pace yourself and take breaks as needed.
- Protect your back from injury by lifting correctly. Stand with your feet about hip width for balance and keep the shovel close to your body. Bend from the knees (not the back) and tighten your stomach muscles as you lift the snow. Avoid twisting movements. If you need to move the snow to one side, reposition your feet to face the direction the snow will be going.
- Most importantly, listen to your body. Stop if you feel pain.

Frostbite

The Centers for Disease Control and Prevention (CDC) defines frost bite as an injury to the body that is caused by freezing and causes a loss of feeling and color in the nose, ears, cheeks, chin, fingers, or toes. Frostbite can permanently damage the body and severe cases can lead to amputation.

Is it Frostbite?

At the first signs of redness or pain in any skin area, get out of the cold or protect any exposed skin—frostbite may be beginning. Any of the following signs may indicate frostbite:

- * A white or grayish-yellow skin area.
 - * Skin that feels unusually firm or waxy.
 - * Numbness.
- A victim is often unaware of frostbite until someone else points it out.
- ### What do I do?
- The CDC recommends that if you detect symptoms of frostbite, seek medical care. If immediate medical care is not available, proceed as follows:
- * Unless absolutely necessary, do not walk on frostbitten feet or toes—this increases the damage.
 - * Immerse the affected area in warm—not hot—water or warm the affected area using body heat.
 - * Do not rub the frostbitten area with snow or massage it at all. This can cause more damage.
 - * Don't use a heating pad, stove, fireplace or radiator for warming. Affected areas are numb and can be easily burned.

Remember, these procedures are not substitutes for proper medical care.



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WINTER LESSONS: HOW TO WALK ON ICE

