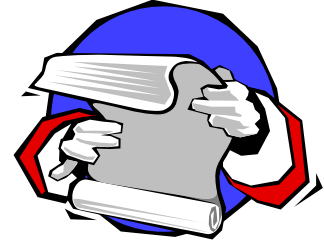


HOLIDAY SAFETY CHECKLISTS

Background

Before beginning a job at Pacific Gas and Electric Company, the supervisor or foreman holds a Job-site tailboard—a brief meeting to discuss how the task can be accomplished safely and efficiently. You can do the same at home before starting on holiday activities.

To get you started, we've provided colorful holiday checklists to help you identify, evaluate and control potential hazards. Before beginning your holiday activities, you and your family can use these lists to evaluate which hazards are likely to be of concern, and then can apply some or all of the suggested controls. Remember, the best controls will **eliminate** the hazard altogether. If you can't eliminate the hazard, or **substitute** a less hazardous option, then you may need to control the hazard through a combination of other methods.



Feel free to add to the checklists. Safety, Health and Claims would love to hear about your additions for future years—you can e-mail your suggestions to the Safety Engineering Elves at [SHC SafeEng Mailbox](#).

Happy Holidays from all of us in Safety, Health and Claims.

Enclosed Holiday Checklists:

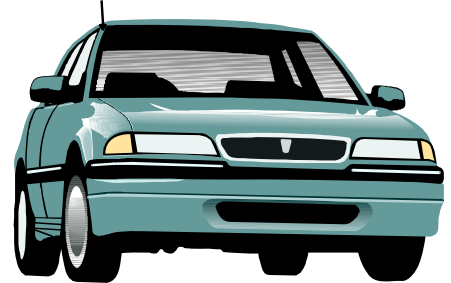
- Shopping Safety
- Home Decorating Safety
- Entertaining
- Kitchen Safety
- Reindeer Operations & Sleigh Management
- Santa Claus Delivery Service



SHOPPING SAFETY CHECKLIST

VEHICLE OPERATION

- Drivers—exercise extra caution as appropriate for weather conditions
- All passengers should wear seatbelts, including the driver
- Drivers—exercise extra caution as other drivers often are distracted and not paying attention during the holidays
- Observe all prudent safety measures while driving in parking lots—drive slowly, watch for backing vehicles, small children and confused shoppers with many packages
- Drivers with passengers—drop passengers off at the loading zone before going in search of elusive parking spaces
- Avoid alcohol consumption when driving, and be sure to select a “designated driver” if going to parties where alcohol will be served.



ROAD RAGE AND PARKING-LOT RAGE

- Drivers—operate your vehicle defensively at all times
- If other vehicles are observed driving aggressively, yield to these vehicles and place as much space as possible between them and you
- Don't use vehicle horns to make rude suggestions to other drivers
- Hand gestures to other drivers should be avoided, particularly during the holiday season.



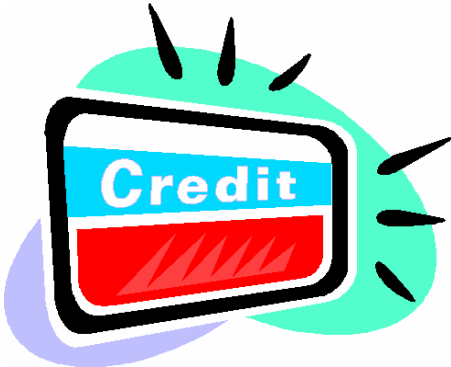
CAR THEFT/BURGLARY

- Park in a well-lighted space, preferably close to mall and store entrances
 - Install/use a car alarm or other security devices
 - Lock car and close windows
 - Take special note of where you have parked your car, so you can find it later
 - Hide shopping bags and gifts in trunk, under blankets or otherwise out of sight
- Avoid leaving gifts unsecured in your office
 - Have gifts shipped or delivered to your home
 - Carry your keys in your hand and be ready to unlock the door and enter as quickly as possible. As you approach your vehicle, scan the area, glance underneath the vehicle, and take a quick look inside before entering

INVOLUNTARY SEPARATION FROM YOUR CHILDREN

(Note that *voluntary* separation from your kids is not a hazard, and indeed may temporarily reduce holiday stress)

- Teach children to go to a store clerk or security guard if they get separated from you
- Bring a babysitter to watch your child while you are shopping
- Make sure young children carry a 3x5 card with their name, address and phone numbers (including your cell phone number) in their pocket
- Shop during off-peak hours to minimize crowds



CREDIT CARD FRAUD

- Using debit or credit cards is much safer than carrying a lot of cash.
- Visit ATM's only at well-lighted and populated locations, or at locations inside banks or stores; visit during daylight hours if possible
- Make sure your credit card is signed
- Keep the receipts or shred them before throwing them away
- Provide card only to trusted vendors
- If you shop on-line, make sure you use only secure websites (look for the little *locked* padlock at the bottom of your browser, or for web pages that start <https://>). Keep your passwords secure, and consider using “one-time use” credit card numbers if your card issuer offers them.
- Check monthly statements carefully for unauthorized charges

SLIPS, TRIPS AND FALLS WHILE SHOPPING

- Do not stack packages above your line of sight—make several trips to the car if necessary
- Do not allow small children to orbit your ankles. (Install guard rails or other engineering controls if necessary.)
- If you put your kid on a leash, don't trip over the leash, and don't pull too hard.
- Beware of water, ice or snow on the ground. Performing a “water ballet” should only be attempted in a tu-tu or four-by-four.





DANGEROUS GIFTS

- Consider the physical and mental age of the recipient before purchasing gifts that might be dangerous, such as weapons, sharp objects, etc.
- Electric toys should be UL/FM approved
- Toys with sharp points, sharp edges, strings, cords or parts small enough to be swallowed should not be given to small children (or adults acting like small children).
- Select gifts for older adults that are not heavy or awkward to handle. For people with arthritis, make sure the gift does not require assembly and can be easily opened and closed.

“SOME ASSEMBLY REQUIRED”

- If there are more than 50 steps to follow in the instructions to assemble the gift, and it must be ready tomorrow, avoid the stress and buy a different gift.
- “Eggnog” and “some assembly required” is not a good mix.



HOME DECORATING SAFETY CHECKLIST

INJURY DUE TO IMPROPER TRANSPORT OF TREE

- At least two people should move a tree that is taller than your waist
- Tree movers must lift properly
- Secure tree on vehicle before driving away
- Plan the route to bring the tree into the house
- Remove slip, trip and fall hazards from the path you will take
- Keep pets and small children out of the way when the tree is being moved into the house
- Do not transport tree if too much “eggnog” has been consumed



TREE FALLING OVER AND INJURING SOMEONE/CAUSING DAMAGE

- Pre-select tree location—out of pathways, aisles, etc.—to avoid creating tripping hazard,
- Use a sturdy stand and make sure trunk is properly secured

TRIPPING HAZARDS FROM ELECTRICAL CORDS

- Place tree near electric outlet—shortest distance is best
- Plan lighting to avoid having extension cords crossing pathways

FIRE OR ELECTRICAL SHOCK DUE TO UNSAFE LIGHTS OR CANDLES

- Use only UL- or FM-approved lights
- Check each set of lights for broken or cracked sockets, frayed or bare wires, loose connections, etc.
- Use no more than 3 sets of lights per extension cord/outlet
- Don't run extension cords through doorways or under rugs, as insulation on cord can be damaged
- Hang lights so light-bulbs do not contact fabric, tree branch, or structure
- If you light a Menorah or the candles of Kinara, be sure to keep clothes, curtains, draperies and other flammables away from the flames. **Never** put candles on your tree.
- Fasten lights using insulated hooks or other approved attachments
- Don't stick a three-pronged plug into a two-pronged outlet (and don't cut the ground prong off to make it fit, either!!)
- Test to make sure smoke detectors are working. Replace the batteries if you didn't replace them at the end of Daylight Savings Time.
- Turn off all lights/extinguish candles when unattended
- Never use electric lights on a metallic tree
- Do not hang lights while they are plugged in



UNSAFE LADDER USE

- Inspect ladder before use
- Don't step on top-step of ladder
- A second person should steady the ladder
- Use a big enough ladder for the job, and for the person climbing it
- Make sure the holiday lights are untangled *before* climbing the ladder
- Don't use a stepladder on an uneven or sloped surface
- Remember, when on a ladder, gravity is *not* your friend

ORNAMENT HAZARDS

- Be careful when taking ornaments out of their box; make sure none are broken
- Securely attach ornaments to prevent them from falling and breaking
- Periodically inspect areas with ornamentation to assure none have fallen or broken
- Older ornaments and decorations that might have been painted with lead paint should be placed out of reach of small children and pets
- Place fragile ornaments out of reach of children and wagging tails

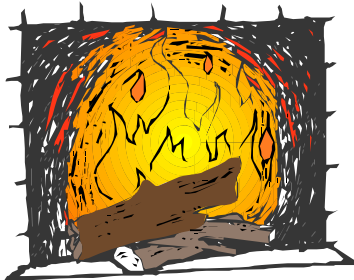


MISTLETOE & OTHER PLANT HAZARDS

- Avoid hanging mistletoe where it may be accidentally ingested
- Avoid standing under hanging mistletoe if you're not prepared for the consequences
- Mistletoe shall not be used in Pacific Gas and Electric Company office or field locations
- Small children may think that holiday plants look good enough to eat. But many plants can cause severe stomach problems. Plants to watch out for include: mistletoe, holly berries, Jerusalem cherry, and amaryllis. Keep all of these plants out of children's reach

UNSAFE FIREPLACE OR WOOD STOVE

- Avoid placing your tree near a fireplace
 - Have your chimney, fireplace and/or wood stove cleaned and inspected by a qualified chimney-sweep
 - Assure fireplace screen is intact and provides adequate personal and area protection
 - Do not burn wrapping papers in a fireplace
 - Use great care if using "fire salts" that provide colored flames, as they may contain hazardous chemicals
 - Extinguish the fire before you retire for the night

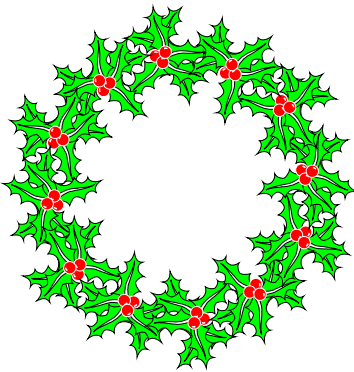


PET INJURIES FROM TREE OR DÉCOR

- Don't leave pets alone with trees or lit candles
- Pick up pine-needles, which are toxic to pets
- Do not use tinsel since it can be fatal to cats if ingested
- Keep pets' water dish full to keep them from drinking water at the base of the tree
- Don't allow pets to play with ribbon or wrapping paper
- Don't give a real puppy or kitten on the holiday—wait for a less hectic time to bring them into your home



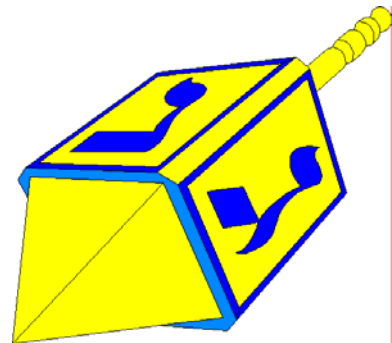
FIRE DUE TO DRIED OUT TREE/WREATH



- If you purchase a live tree, make sure the green needles are hard to pull out, that the tree was protected from the wind and sun, and that a fresh cut is made on the tree before you take it home
- Have flame-retardant applied to tree
- Keep tree stand filled with water
- Keep wreathes and other live garlands damp
- Keep tree and other flammable décor away from ignition sources such as fireplaces, space heaters, candles, overhead lights and radiators
- If you purchase an artificial tree, make sure it is labeled "fire resistant"
- Promptly discard or recycle dried out tree and other formerly live garlands following your city's or county's guideline

EXITS BLOCKED BY DÉCOR/GIFTS

- Plan your décor to avoid blocking exits, aisles or pathways



ENTERTAINING CHECKLIST



GUESTS SLIPPING, TRIPPING, FALLING

- Assure walkways are well-lit and free of obstructions
- Get a babysitter for kids, and lock up pets to avoid tripping and biting
- Inspect floor surfaces including dance floors and walkways to assure they are not slippery, and that they are clear of things that could be tripped over

EYE INJURY DUE TO FLYING CHAMPAGNE CORKS



- Place towel over champagne bottle before opening
- Hold the cork, twist the bottle slowly, not the other way around!
- Do not shake champagne bottles
- Assure no one is in the line of fire when opening champagne bottles
- Substitute non-alcoholic beverages or table wine for champagne
- Have all guests wear protective eyewear (goggles with shatter-resistant lenses) during champagne-opening procedures

HEARING LOSS DUE TO LOUD MUSIC

- Control volume
- Provide ear plugs or muffs for all guests, train guests in their use, monitor hearing protection use and maintain documentation for three years (Controlling the volume is probably a better choice!)

GOING VISITING WITH SMALL KIDS

- Remember that the homes you visit may not be child-proofed. Keep an eye out for danger spots
- Traveling, visiting family members, getting presents, shopping, etc., can all increase your child's stress levels. Sticking to your child's usual routines, including sleep schedules and timing of naps, can help you and your child enjoy the holidays and reduce stress

GUESTS OPERATING VEHICLES OR HEAVY MACHINERY AFTER HAVING “ONE TOO MANY”

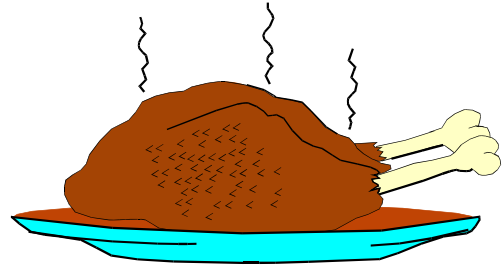
- Provide sleeping accommodations for guests who have had a little too much
- Arrange for taxi or limousine service
- Provide non-alcoholic beverages
- Assure “designated drivers” are pre-determined
- Require car keys to be surrendered and only give them back when guests pass a field sobriety test. Note, this can be a party game.
- Serve beverages, instead of allowing “self-service”
- Host a “dry” party
- Don’t permit carving of turkey or operation of backhoe, power tools or lawn tractors after consumption of alcoholic beverages



KITCHEN SAFETY CHECKLIST

FOOD-BORNE ILLNESS

- Keep hot food hot and cold food cold
- Cook food according to the recipe/package directions
- Arrange refrigerator to avoid raw food being stored above prepared food
- Keep your kitchen surfaces clean and sanitized
- Keep your hands clean and sanitized too—wash them regularly with hot water and soap



KITCHEN OR OTHER FIRE

- Keep kitchen clean and degreased
- Maintain fire extinguisher in kitchen
- Provide ashtrays in designated smoking areas and/or post no-smoking signs if appropriate
- Make sure exits are clearly marked (in blinking lights?)
- Provide pre-party safety briefing to all guests
- Prohibit the use of fireworks or other incendiary devices

BURNS DUE TO HANDLING HOT POTS AND PANS

- Use oven mitts
- Keep small children and animals out of the kitchen
- Don't use your finger as a thermometer



REINDEER OPERATIONS AND SLEIGH MANAGEMENT CHECKLIST

MOM OR DAD NOT BEING ABLE TO IDENTIFY REINDEER WHEN SANTA ARRIVES

- Pre-flight briefing of parents by their children: Dasher, Dancer, Prancer, Vixen, Comet, Cupid, Donner, Blitzen, Rudolph, and of course Olive (you remember . . . “Olive the other reindeer, used to laugh and call him names . . .”)

SLEIGH RUNNING INTO OTHER FLYING OBJECTS (SPACESHIPS, AIRPLANES, BIRDS, UFO’S)

- Pre-flight coordination with NASA, the FAA and Mother Nature
- In-flight tracking provided by NP-ETC (North Pole Elf Traffic Control)



SLEIGH GETTING LOST DURING FLIGHT

- Preflight inspection of Rudolph to include nose illumination readings by EIH (Elf Industrial Hygienist)
- Proper maps and SPS (Santa Positioning System) included in sleigh
- In-flight navigation support provided by NP-ETC

SLEIGH HAVING TROUBLE STOPPING ON ROOFTOP

- Off-season training of reindeer, and practice landings prior to the big night
- Pre-flight reindeer brake check
- Installation of sleigh brake to assist in stopping
- Use of many gifts and heavy-set sleigh operator to provide additional traction on wet rooftops



LANDING HAZARDS ON ROOFTOPS

- Use of SHM (Sleigh Hover Mode) technology and a rope-ladder to float above dangerous rooftops
- Bumper-guards and airbags to protect reindeer and sleigh during rough landings

REINDEER GETTING TIRED DURING FLIGHT

- Adequate pre-flight rest by reindeer
- Miniature Starbucks® installed in rear of sleigh (yes, they *ARE* everywhere!!)

SANTA CLAUS DELIVERY SERVICE CHECKLIST

CLOGGED CHIMNEY OR HOUSE WITH NO CHIMNEY

- Use of alternate entries (windows, doors, etc.)
- Using magic chimney broom technology (MCBT) to clear out chimney



FIRE IN THE FIREPLACE

- Because it is flame-retardant (pursuant to CSP 11), Santa's suit should not catch fire. Neither can Santa!



BACK, NECK, ARM AND SHOULDER DAMAGE FROM HAULING HEAVY SACK

- Santa pre-trained in proper lifting and carrying technique
 - Santa uses NPN (North Pole Nautilus) to exercise off-season
 - Santa may take advantage of alternate delivery services like FED-Ex (Federal Elf Delivery Express), USPS (United Santa Parcel Service), or UPS (United Packages from Santa) for some deliveries



INDIGESTION FROM TOO MANY COOKIES

- Santa applies cookie management to share cookies with reindeer and North Pole Elves

BIG MEAN DOGS

- Most big mean dogs are friends with Santa, because Santa brings them gifts
- Santa applies doggie cookie management when necessary to keep dogs busy while bringing gifts