

Holiday Decorations & Fire Safety in Cal State San Marcos Buildings



Risk Management & Safety wishes everyone a happy holiday season and offers the following safety reminders:

All fresh cut trees and decorations should be treated with State Fire Marshal approved fire retardant. You may have to ask the sales person to be sure, as some trees are not labeled. In either case, the tree must be removed for

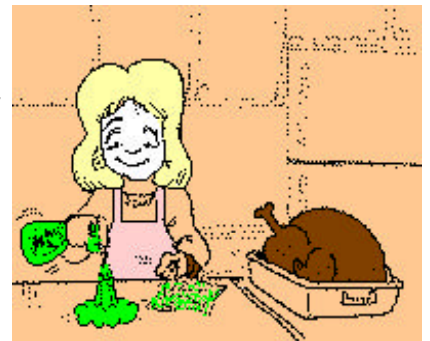
recycling when it begins to dry out.

Artificial trees need not be treated. Artificial metal trees may present an electrical shock hazard if decorated with electrical decorations so indirect lights will provide a safer option. Decorations must not obstruct any exits or corridor routes. If candles are a traditional part of your holiday decorations, please remember that they must remain unlit.

Continued on Page 2

Holiday Food Preparation Tips

Now that we are entering the holiday season the office of Risk Management and Safety has some tips on the preparation of a special holiday treat.... turkey. Most commercially grown and prepared poultry present a greater than normal opportunity for human exposure to food poisoning. In the time it takes to defrost, cook, and consume a large bird, many opportunities arise that can contribute to food poisoning. On a brighter note, nearly all food-borne illnesses can be prevented. The World Health Organization (WHO) offers us the Ten Golden Rules for safe food preparation:



1. Choose food processed for safety (food from known sources).
2. Cook food thoroughly.
3. Eat cooked food immediately.
4. Store food carefully.
5. Re-heat cooked food thoroughly.

Continued on Page 2

Winter Driving Tips

- Reduce speeds. The posted speed limit is for ideal road conditions.
- Allow for extra travel time or consider delaying trips if the weather is bad.
- Always use headlights during inclement weather.
- Make sure windshield wipers, batteries, and tires are in good condition.
- Carry blankets, flares and other useful emergency equipment.
- Maintain a safe distance between you and other vehicles.
- Be courteous to other drivers.
- Use turn signals to alert other drivers of your intentions.
- Always buckle up!

Of all the things you can do to make winter driving less stressful, giving yourself a little more time is the most important. More time to get to and from work and more time to stop when you're on the road. Going slower is the key to safe driving on slippery roads...and it's pretty hard to go slow when you're in a race with the clock.

Remember how far it takes to stop your car on dry pavement? In winter conditions allow at least three times that distance to reach a full stop without skidding. This means the safe distance

Continued on Page 2



Did You Know?

The following policies and procedures are available for your perusal at <http://www.csusm.edu/policies>:

Dependent Children on Campus
Employee Travel
Food and Promotional Items
IIPP
Subpoenas
Whistleblower

Contact RM&S for all Risk Management, Environmental, Health, and Safety concerns.

RM&S
TRAININGS!

PAGE 2

HOLIDAY DECORATIONS

Continued, Page 1

All electrical decorations and extension cords must be (UL) listed. Large heat-producing lights are not recommended; small "twinkle" lights are safer; to help conserve energy, please keep electrical decorations to a minimum. Remember to turn off decorations prior to leaving the office at night. Prior to leaving over the holiday break, take down trees and decorations - please do not leave them connected to power sources.

If a fire does start, please follow these guidelines:

- * Call 911 and report the fire.
- * Pull the fire alarm lever and call out fire warnings on your way out of the building.
- * If there is time, close any doors and windows to the room where the fire is located.
- * If someone indicates they need assistance in evacuating the building, offer your assistance if it is safe to do so.

For questions regarding fire safety and holiday decorations contact Risk Management and Safety @ x4502.

WINTER DRIVING

Continued, Page 1

behind the car in front of you should be three times as far...and you must begin braking three times as far away from the spotlight or corner where you turn.

Visibility is another big hazard of winter driving. If it is snowing, turn on your lights. Stop and clean your windshield and lights if necessary. Get off the road before you get stranded by declining weather conditions.

Even a little snow can turn intersections into crash zones. Slow down before approaching an intersection. Scan left and right for pedestrians and cars on cross streets. If you are having trouble stopping, they probably will too.

Prepare for drivers sliding into intersections from the side, and be prepared to make a quick decision: Can you proceed safely through the intersection, or should you stop to avoid a collision with an oncoming vehicle?

To sum up: Keep your car or truck in top shape, allow extra time and space on the road, and listen to the weather

forecast...sometimes the best winter driving strategy is to stay home.

Excerpted from the infinite wisdom of the web, including NY Thruway Authority, Oklahoma State U., and AAA-Chicago Motor Club sites.

PREPARATION TIPS

Continued, Page 1

6. Avoid contact between raw foods and cooked foods.
7. Wash hands frequently.
8. Keep all kitchen surfaces meticulously clean.
9. Protect foods from insects, rodents and other animals.
10. Use pure water.

When poultry is stuffed, remember to increase the cooking time so that the stuffing is thoroughly cooked. To be very safe and save energy at the same time, it is recommended the poultry and the stuffing be cooked together in the same oven, with the stuffing in a pan, separate from the bird.

Finally, don't allow the food to remain outside the oven or stove for long periods of time. As soon as meat products experience an internal temperature drop, bacterial growth can start.

Safety Trainings

RISK MANAGEMENT 101

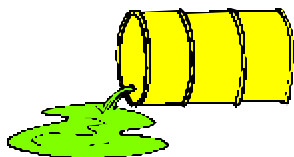


**January 22, 2003
10:00 AM - 11:30 AM
Commons 206
ALL EMPLOYEES**

Supervisor / Investigator Safety Training



**December 11, 2003
2:00PM - 3:00PM
FCB 108**



First Responder Awareness

**Dec 11, 2003
8:00AM - 9:00AM**

USB Conference Room

**Dec 12, 2003
9:00AM - 10:00AM**

USB Conference Room

Please call Jodi Tres at 750-4502 to reserve your space in any of the trainings