



# Protecting Our Workforce

Issued October 2020

## Don't Get Burned This Holiday Season!

Facilities seldom look more beautiful than when they're decorated for the holidays. Unfortunately, decorations also contribute to a number of fires. Remember to balance beauty with safety with some holiday decoration safety tips:

### CHRISTMAS TREES

- If using live trees, ensure they are freshly cut. Needles should be soft and springy and not fall off.
- Saw off a section of the trunk at least one (1) inch above the original cut and place tree in a sturdy, large-capacity stand with plenty of water.
- Water the tree daily to keep it moist. Dry trees can ignite quickly if exposed to heat, electrical sparks, or open flames.
- Open flames should be kept at least five (5) feet from any live or artificial trees, wreaths etc.
- Immediately remove any trees that no longer absorbs water.
- Display live trees no longer than 15 days.
- As a best practice, affix a tag to each tree with the date of placement and by whom.
- If multiple live trees are to be displayed, ensure there is at least ten (10) feet separation.
- To prevent live trees from quickly drying out, avoid placing them near heating ducts, radiators etc.

### LIGHTS

- Before hanging any lights, check all electrical decorations for fraying or exposed wires. If defects are found, cut off the plug and discard the decoration.
- Use tree lights and holiday lighting approved and labeled by a nationally recognized testing company, such as Underwriters Laboratories.
- Turn off all holiday lighting when the building is vacant.
- Never use staples or nails to secure the wiring of outdoor lights.
- Don't link more than three light strands together, unless package directions indicate it's safe.
- Be careful not to overload outlets and extension cords.

### CANDLES

- Use traditional candles carefully and sparingly (LED lights are recommended).
- Place candles in sturdy, non-combustible candleholders large enough to collect all wax.
- Make sure candles are out of falling distance from any live or artificial Christmas tree, wreath or decoration.
- Extinguish all candles when leaving the facility!

Reference:  
[www.NFPA.org](http://www.NFPA.org)



Diocese of  
Green Bay

**AON**  
Empower Results®