



Training Solutions, Delivered!

DON'T LET SAFETY TAKE A HOLIDAY

**Leader's Guide, Fact Sheet
& Quiz**

This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.

PREPARING FOR THE MEETING

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

CONDUCTING THE PRESENTATION

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

1570 DON'T LET SAFETY TAKE A HOLIDAY FACT SHEET

LENGTH: 8 MINUTES

PROGRAM SYNOPSIS:

During the holiday season, our schedules become more hectic than usual and we often forget about holiday hazards. While safety may be last thing on our minds, we must maintain our safety sense while undertaking seasonal activities.

This video shows viewers the steps they can take to avoid injuries during the holidays. Topics include holiday planning, holiday shopping, vehicle preparation and driving, drivers under the influence, fire preparation and prevention and ladder safety.

PROGRAM OBJECTIVES:

After watching the video, the viewer will be able to explain the following:

- How to plan successfully for the holidays;
- How to prepare our vehicles for winter driving;
- How to prepare for and prevent fires.

PROGRAM OUTLINE

PLANNING FOR THE HOLIDAYS

- During the holiday season, many of us have schedules that are more hectic. There is extra shopping to be done and parties to attend.
- Before severe weather arrives, our vehicles must be serviced.
- In expectation of guests, home repairs and preparations are made.
- Having an attainable schedule is a good way to make sure that safety is first in our minds when we have so many things to do.
- Make a list of things that need to be accomplished and prioritize it. No one person can do everything, so understand your physical, mental and monetary limits.
- Keeping the holidays in perspective reduces the stress that leads to unsafe actions.

HOLIDAY SHOPPING

- Frequently, shopping is at or near the top of our "to do" list. Whether picking up groceries, or searching for more durable items, allow extra time for crowds.
- Once your purchases have been made, protect your valuables from theft. Make sure car doors are locked and place purchases out of sight as much as possible.
- When shopping with children, keep them near you and within your sight at all times.

VEHICLE PREPARATION & DRIVING

- Fall is a good time to have your automobile checked for road-worthiness. Service centers can examine belts and hoses for worn areas.
- Anti-freeze can be added. Tires, including the spare, need to be checked for proper air pressure and tread.
- Packing a first aid kit provides extra security and an ice scraper can be useful.
- When living in or visiting an area known to have harsh winter weather, take time to review safe driving techniques.
- Reduce your speed when conditions such as ice and snow are present. Allow adequate time to reach your destination so you won't feel rushed.
- In bad weather, having snow chains and additional clothing or blankets in the car can come in handy.
- Listen to weather reports and try to avoid driving in the harshest weather.

DRIVERS UNDER THE INFLUENCE

- Another driving concern that is heightened during the holidays is drinking and driving.
- Fifty percent of all fatal automobile accidents are caused by driving under the influence. This results in about 20,000

deaths per year and some 500,000 injuries, costing the public \$114.7 billion a year.

- Many of these accidents are caused by social drinkers. If there will be alcoholic beverages served at a get-together with family and friends, designate a driver. This person will not consume any alcoholic beverages so they can provide a safe ride home.
- If you are hosting a party, provide non-alcoholic drinks. Offer food so guests will not have to drink on an empty stomach.
- If you notice a guest who seems impaired and doesn't have a designated driver, offer to call a cab for them or let them stay at your home. Doing so may save his or her life or the lives of other motorists.
- While driving, stay alert for those who may be driving under the influence.
- If you are behind a driver who is driving dangerously by swerving off the road or weaving between lanes, do not pass them. Keep a safe distance away.
- If a vehicle is coming at you, take steps to avoid an accident. Slow down, blow your horn and steer to the right side of the road. Do not go into the opposite lane as the driver may swerve to return to his or her lane.
- In either of these instances, alert the authorities when it is safe to do so.

FIRE PREVENTION

- Fires account for about a third of the 28,000 deaths that occur annually in the home. Most of them occur in the months of December, January and February.
- To help prevent fires, fireplaces and chimneys should be checked and cleaned before use.
- Space heaters should be kept away from flammable objects.
- During the holidays, extension cords are often used for decorations. If using them outside, the cords should be rated for outdoor use. Keep cords out of walkways to prevent tripping hazards and be sure not to overload electrical outlets.
- A Christmas tree can also be a fire hazard, especially if it has dried out. Keep live trees well-watered to slow down the drying out process.
- Check light strings for worn, frayed or broken cords and loose bulb connections. Unplug the lights before leaving home or when not needed.
- Candles are often used at this time of year. Make sure they are not too close to flammable objects and out of the reach of children.

BEING PREPARED FOR FIRES

- In addition to doing our best to prevent fires, we need to be prepared in case one occurs.
- Smoke detectors, installed on each floor in the home, are simple and inexpensive devices that provide warning of a fire. Take the time to check the batteries in the detectors to be sure they work properly.
- Fire extinguishers should be placed in various areas to be readily accessible. Know how to use them and make sure they are properly charged.
- Have and rehearse a fire evacuation plan. The extra time it takes to prepare for a fire can save your family's life.

LADDER SAFETY

- When using a ladder to decorate, select one that is in good condition and tall enough to perform that task at hand.
- When working around electrical outlets, be aware that aluminum ladders can conduct electricity.
- Examine the ladder before use by checking for loose or broken rungs, steps and braces. Don't use defective ladders.
- Once you have securely placed the ladder, climb with care. Always hold on with one hand and do not reach too far out.

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ANSWERS TO THE REVIEW QUIZ

1. c

2. b

3. b

4. a

5. b

DON'T LET SAFETY TAKE A HOLIDAY
REVIEW QUIZ

The following questions are provided to determine how well you understand the information presented in this program.

Name _____ Date _____

1. What percentage of fatal automobile accidents involves driving under the influence?
 - a. 20
 - b. 40
 - c. 50

2. When approached by an oncoming vehicle in your lane, you should steer into the opposite lane to avoid it.
 - a. True
 - b. False

3. Fires account for about _____ of all deaths that occur in the home.
 - a. A third
 - b. Half
 - c. Three-fourths

4. Smoke detectors should be installed on each floor of your home.
 - a. True
 - b. False

5. If you plan for the holidays properly, you can do everything without worrying about you physical, mental or monetary limits.
 - a. True
 - b. False