



Safe Park-ing

OFFICE EDITION

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State of Nevada, Division of State Parks

Holiday Office Safety

Health:

For many of us, one of the foremost subjects on our minds is staying healthy. While we are in the midst of dealing with COVID, it's important to remember that there are also a myriad of colds and flues out there too. Observing basic guidelines for the health of yourself and others will be helpful:

◇ If you aren't feeling well or are running a fever, stay home.



◇ Make sure you are regularly washing your hands, use hand sanitizer, and keep tissues handy.

◇ Wear your mask in accordance with state and/or county guidelines.

◇ Get plenty of rest. The holidays can be a stressful time, whether it's managing your work, your personal life, or a combination of the two. Try to keep your usual sleep schedule and make time to relax and tune the rest of the world out, even if it's only for a few minutes a day.

Seasonal Safety:

We have entered the season of dark arriving earlier, it's getting colder, and it



will be getting wetter. These factors added together make the classic recipe for slips, trips and falls.

- ◆ Be alert to potential icy areas in parking lots and building entrances. If there is ice, walk like a penguin—walk flat footed with short, slow steps.
- ◆ Avoid walking through piles of leaves, they can add to the potential to slip and fall.
- ◆ When walking in parking lots, try to walk in well lit areas. This will help drivers see you. It also helps you see where you are walking and avoid tripping and falling.

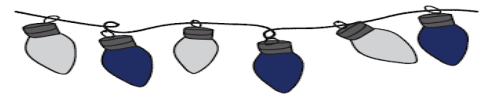
Office Safety:

If you are going to use a small personal heater, make sure it is free of obstructions and that all sources of ignition are moved away from the heater.

Remember to turn your space heater off when you leave for the day.

Make sure your space heater is in proper working order. On occasion check the cord to make sure it doesn't get hot during use.

Holiday Decorations:



If you are going to decorate your workspace for the holidays, please keep these recommendations in mind:

- * No open flames can be used.
- * Be careful when putting up lights. Never use staples to hand strings of lights, you could poke a hole in the cord.
- * Don't connect too many cords on one strand.
- * Make sure you turn off lights when you leave for the day.
- * Be extremely careful when using extension cords that you don't create a trip hazard.
- * Make sure decorations do not block safety exits or safety equipment.

"Don't let safety take a holiday."

sloganspoint.com

Near Miss Reporting

One of the common mistakes organizations make is that they fall into a practice of being reactive to safety issues (dealing with the injury or accident after it happens) rather than being proactive (looking for potential causes of injury and addressing them before an injury or accident occurs). This does not mean we're looking to blame someone. It means we are looking for opportunities to evaluate training needs, provide maintenance to the facilities where needed, and enhance work practices, so injuries don't

happen.

Reporting near misses helps us look at our organization as a whole to identify systemic safety issues rather than individual occurrences and helps us maintain a commitment to continuous improvement.

In order to help us gather data and monitor these potential safety issues, we have developed a near miss report form and we are asking you to fill one out anytime you find yourself in a situation where an accident or injury COULD have happened, but thankfully didn't.

On the Safety page you will find the [Near Miss Reporting Form](#). You can fill it out anonymously, if you'd like, we just need you to provide as much detail as possible when describing the event. We also want to know your thoughts on how this situation could have been avoided because you are actually doing the work and have insight based on experience that others may not have.

If you have any questions about the form, please contact Vanessa Mason.

BECAUSE SAFETY DOESN'T TAKE A HOLIDAY,

