



The Holidays just wouldn't seem right without a decorated tree of some kind, even here at work. This year, as in the past, trees will be set out on floors, or perched on desks, tables, and cabinets. A few simple rules concerning Holiday tree safety:

- Choose freshly cut trees. Dry ones are brittle and the needles pull out easily. Have the vendor make a fresh cut an inch from the bottom. Stand the tree in a pail of water outdoors until ready to use it. Store it away from wind and sun. If you buy an artificial tree, make sure it is fire-retardant.
- Don't set up the tree near doors, stairways, in corridors or aisles, or near heat sources such as radiators or warm air ducts. Set them up where they're not likely to be knocked over.
- To give the tree proper support, use a properly sized tree stand - one that will hold water. Check and refill it daily.
- Decorate trees with fire-resistant material - those made of metal or glass are best.
- Use only U.L. listed electrical appliances. Check for frayed cords, loose or cracked wires, sockets, or connections. Never overload tree light circuits. Make sure your lights are safe. If you need outdoor lights, make sure the ones you buy are meant for outdoor use. Make sure your lights carry certification from a testing laboratory. Use a circuit breaking plug strip.
- Don't use electrical lights on metallic trees. Such trees may become energized and shock persons touching them. A small flood or spot light placed on the ground and beamed at the tree will produce the desirable effect.
- Periodically check the tree branches around the lights. If the needles begin to turn brown, change the location of the lights. When the Holidays are over or when the tree starts to drop needles, dispose of it. Don't leave it in your house or put it in your garage.
- Be sure to turn off all tree lights and electrical devices before leaving for the day.
- Disassemble and remove trees and decorations before leaving for the Christmas holidays.
- Keep a close eye on small children when they are around the tree; many small decorations and ornaments are sharp, breakable and can be swallowed.

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