



Caring for Our People

Manaakitia ā tātou tāngata

December 2019

*Kua tae kī te wā Kirihimete
Ia manuia le Kerisimasi
Feliz Navidad, próspero año y felicidad
Kilisimasi fiefia mo ha ta'u fo'ou manū'ia*



'Tis the season to decorate safely



Mind your ladders!

1. Use a flat even surface to put your ladder up on. Ensure you stay away from obstructions, power lines and made sure it is fully opened with all locking mechanisms engaged.
2. Properly inspect your ladder. Before using your ladder, make sure it's in good working order. My ladder isn't very old, doesn't get much use, and is stored in my garage so I know it's in good shape. If you store your ladder in a shed or outside, make sure you double-check it.
3. Select the appropriate ladder size for the job. Different jobs require different-sized ladders. If the only way you can get to your gutter to remove leaves or to hang lights is to step on the top step of the ladder, you need to buy a longer ladder. Standing on the top is very dangerous and can cause the ladder to become very unstable. One wrong move and you could be in a world of hurt. If you plan on going on your roof, make sure the ladder extends three feet above the roof elevation. Even better, made sure there is an anchor point to tie the ladder to.
4. No stretching out beyond the ladder. While stretching is good for you before using the ladder, stretching or reaching while on a ladder can lead to injury. Over-stretching on a ladder could cause it to kick out from under you and leave you hanging on the gutter or landing on top of your Christmas tree.



5. Be cautious by doors. If you're working by a door that can open toward the ladder, let people know you're working there. The last thing you want is for the door to open while you are behind it. A good idea is to tape a note on the door reminding people you're working.
6. Make calculated movements. Before making your next move, think about what you want to do and move slowly. Sudden jerks can cause you to lose balance.

Lights and Flames

1. Check your lights for damage before you hang them. Look for any cracked chords, frayed ends or loose connections before you plug it in to avoid a flare up or surge.
2. Ditch any antiquated lights that are still outfitted with old hardware. New lights have fused plugs that stop sparks from shooting out in the case of a short circuit, and this fundamental safety feature could save your life!
3. Try using cooler burning LED Christmas lights; both inside and outside the home. Christmas tree fires occur each year with real trees and fake trees!. Keep your indoor real Christmas tree well-watered at all times to avoid this safety hazard.
4. Replace burnt out bulbs immediately, but be mindful of the wattage you are buying. Mismatches can cause surges, sparks, and exploded bulbs.
5. Avoid using tacks, nails, or screws – these are all sharp-edged bits that can easily pierce your electrical wiring, causing all sorts of problems. Use insulated hooks instead.
6. Avoid overloading your multibox! Hot transformers or multiboxes, and popped fuses are a sign that your lighting system is unsafe. Switch off and unplug your lights immediately.
7. Switch your Christmas lights off when you go to bed or leave the building. Unattended lights can be a recipe for disaster!
8. Use LED candles instead of open flame candles. There are some very realistic candles on the market; rechargeable battery operated, even with a remote control! These can be left unattended and kids can't start fires with them!



I wish you all a joyous and safe Christmas

Nā Trudy Downes

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I will be on leave from Monday 23 December and back on board Monday 6 January 2020

I will be available on my cell phone if I have reception, please text me if you need assistance.

