

# S. A. F. E. NEWSLETTER

*Safety Awareness For Employees*

UAMS®

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## Deck the Halls

The holiday season is a time of celebration, community, and joy. To help create a festive atmosphere on our campuses while ensuring safety, inclusivity, and respect for all, the UAMS Administrative Guide 11.4.03 provides guidance on how holiday decorations may be displayed in our spaces.

Are you looking to add a little holiday cheer to your work area... Be sure that you keep the following requirements in mind:



Lighted candles and any heat generating decoration are a fire hazard and therefore are prohibited.

Lights will not be used in combination with combustible materials (such as dried flowers, wreaths, etc.). When lights are used, the lights should be the small insert type and UL listed. All screw type bulbs are prohibited.

All holiday decoration materials should be fire retardant/resistant. Live and cut trees are prohibited.

Holiday decorations shall not obstruct corridors. The fire code strictly prohibits obstructions and potential trip hazards along emergency egress pathways (e.g., stairs, handicapped ramps, hallways, aisles, and doorways).

Wall and door decorations must not cover more than 20% of the total wall/door area. Decorations will not be allowed on walls or doors of rooms considered hazardous which include, but are not limited to boiler and fuel-fired rooms, laundry rooms, paint and repair shops, soiled linen rooms, trash and supply rooms, and laboratories.

Please contact Occupational Health and Safety at 501-686-5536 if you have any questions or concerns.

## Safety Spotlight

The heat is on... With winter just weeks away and temperatures dropping, it's likely time to crank up the heat or find a cozy spot next to the fireplace. Either way, warming up this winter may expose you to carbon monoxide in the home. CO detectors provide the only reliable early warning of this invisible danger. As you warm up this winter, play it safe by installing CO detectors on every floor of your home and test them monthly!



Occupational Health & Safety



501-686-5536



<https://uams.edu/campusopsstaging/depts/ohs/>



## Holiday Shopping Trends

While brick and mortar store holiday shopping is still the most common way that people do their holiday shopping, online shopping has increased dramatically in recent years. Last year 20% of holiday shopping was online and the trend is expected to continue.

Every year, the number of people shopping online and the money spent through online shopping grows significantly. And why not? The convenience of being able to shop in the comfort and privacy of your home is reason enough for many of us to shop online. But how safe is it?

According to the FTC, online shopping scams were the second most common scams last year. However, following some basic precautions can go

a long way toward protecting you from being scammed when shopping online. Here is a list of some online shopping tips to keep your wallet safe this season:

1. Avoid public wi-fi. Use a secure home network or VPN, not public wi-fi, for online purchases.
2. Make sure that the computer, laptop, tablet or phone you use is equipped with anti-virus and anti-malware software. Also, make sure you update your security software with the latest security patches.
3. Whether you shop in a brick-and-mortar store or online, don't use a debit card for your purchases. If your credit card is compromised, the law limits your liability to no more than \$50 and frankly, many credit card companies won't charge anything if your card is used by a scammer. However, if your debit card is compromised, you run the risk of having your entire bank account lost without recourse if you do not report the fraudulent use in a timely manner.
4. Don't provide your credit card number unless the address of the website is preceded by the letters "https." That additional letter "s" indicates that the transmission of your data is encrypted and secure.
5. Don't leave your credit card number on file with the online retailers you use for the sake of convenience. Doing so only makes you more likely to become a victim of identity theft if the company suffers a data breach (and many of them will).
6. Don't click on coupons or ads that you receive by way of email or text message regardless of how legitimate they may appear. Phony coupons may be loaded with malware that will be downloaded on to your computer, tablet or phone if you click on the link. That malware can steal all your personal information and lead to you becoming a victim of identity theft. Any legitimate coupon you might receive through an email or a text message will also be available on the website of the company where you want to shop.
7. Limit your online shopping to companies that you know and trust. Scammers create phony shopping websites and often make them appear to be sites of legitimate retailers with which you are familiar. Merely because a company comes up high on a Google search does not mean that the company is legitimate.



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# Can you spot the 10 differences?



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