

THE INCIDENT REPORT

...celebrating 5 years of collaboration, cooperation and sharing rewards

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THE DEC PAGE: *'Tis the Season - STEVEN STOEGER-MOORE, EXECUTIVE VP - DMI*

The holiday season is upon us and unfortunately that means winter returns. Along with the joy of the holidays, and the anticipation of that "first snow", the slip, trip, and fall season also has arrived - definitely not the most festive of seasons. Regrettably slips, trips and falls is the number one cause of loss for liability and workers compensation claims. Now is the perfect time to assess the measures the College has in place to address the slip, trip, and fall risks. A comprehensive prevention program is needed to identify the common causes; review housekeeping practices; assess products being used (rock salt, icemelt, floormats, floor finish); examine procedures (spill cleanup, snow removal, wet floor signage, use of walk off mats); create public awareness and encourage employees and visitor to wear proper slip resistant footwear. For more information on the prevention of slips, trips, and falls - go to our website (under Hot Topics / Facilities and Maintenance Resources), contact the DMI office, or contact your local vendor of custodial / maintenance products. Let's help to keep this holiday season safe and festive. All the best for a happy holidays!



Quote of the Month

"When you judge another, you do not define them, you define yourself."

*Wayne Dyer
Psychotherapist, Author and Speaker*

News, Announcements, etc...

CONTINGENCY PLANNING SEMINAR RESCHEDULED

Due to weather issues, The Wisconsin Association for Career & Technical Education (WACTE) has rescheduled their workshop entitled Contingency Planning - How Prepared is Your College? to January 12th, 2010. Please revisit your calendars and consider attending this worthwhile presentation. Register online at: www.wacteonline.org

DMI QUARTERLY MEETINGS - CHANGE IN VENUE

DMI Quarterly Meetings will be held Thursday, January 21st (Board of Directors) and Friday, January 22nd (Risk Managers). The Thursday Board Meeting location will remain the WTCS Foundation Office. Friday's Risk Manager Meeting location will be: Madison College (formerly known as MATC-Madison) - West Campus location (302 S. Gammon Road - Madison, WI 53717). Agendas and additional details will be forthcoming.

DMI HOLIDAY HOURS

Following are the hours of operation for DMI during the holiday season:

December 21st - 23rd - (Open normal hours of operation - 8 am - 5 pm) - December 24th - 25th (DMI offices closed)

December 28th - 30th - (Open normal hours of operation - 8 am - 5 pm) - December 31st - Jan. 1st (DMI offices closed)

**Please also note that MVR requests may be delayed during this time due to holiday schedules of various service providers.*

Insuring Risk - Sharing Rewards

BRIGHT IDEAS: Holiday Safety Tips

J. Timothy Greene, Risk & Loss Control Consultant - DMI



The winter holidays are a time for celebration, and that means more cooking, home decorating, entertaining, as well as an increased risk of fire and accidents. Encourage your students and employees to follow these guidelines to help make the holiday season safer and more enjoyable for all. This article has been edited for length. For the article in its entirety - as well as a link to a poster on Holiday Health and Safety Tips from the CDC - go to the DMI website: Hot Topics Section

Holiday Lighting

- 💡 Use caution with holiday decorations – and whenever possible choose those made with flame-resistant, flame-retardant, and non-combustible materials.
- 💡 Keep children and pets away from light strings and electrical decorations.
- 💡 Before using lights outdoors, check labels to be sure they have been certified for outdoor use.
- 💡 Plug all outdoor electric decorations into circuits with ground-fault circuit interrupters to avoid potential shocks.
- 💡 Turn off all lights when you go to bed or leave the house. The lights could short out and start a fire.

Decorations

- 🎁 Use only non-combustible and flame-resistant materials to trim a tree. Choose tinsel and artificial icicles of plastic and non-lead metals.
- 🎁 Avoid trimmings that resemble candy and food that may tempt a young child to put them in his mouth.

Holiday Entertaining

- 🍳 Unattended cooking is the leading cause of home fires in the U.S. When cooking for holiday visitors, remember to keep an eye on the range.
- 🍳 Keep matches and lighters up high, out of sight and reach of children (preferably in a locked cabinet).

Trees

- 🌲 When purchasing an artificial tree, look for the label “fire-resistant.”
- 🌲 When purchasing a live tree, check for freshness. A fresh tree is green, needles are hard to pull from branches, and when bent between your fingers, needles do not break.
- 🌲 When setting up a tree at home, place it away from fireplaces, radiators, and portable heaters. Place the tree out of the way of traffic and do not block doorways.

Fireplaces

- 🔥 Before lighting any fire, remove all greens, boughs, papers and other decorations from fireplace area. Check to see that the flue is open.
- 🔥 Use care with “fire salts,” which produce colored flames when thrown on wood fires. They contain heavy metals that can cause intense gastrointestinal irritation and vomiting if eaten.
- 🔥 Do not burn wrapping papers in the fireplace. A flash fire may result as wrappings ignite suddenly and burn intensely.

Toys and Ornaments

- 🎁 Purchase appropriate toys for the appropriate age. Some toys designed for older children might be dangerous for younger children.
- 🎁 Electric toys should be UL/FM approved.
- 🎁 Toys with sharp points, sharp edges, strings, cords, and parts small enough to be swallowed should not be given to small children.
- 🎁 Place older ornaments and decorations that might be painted with lead paint out of the reach of small children and pets.

Children and Pets

- 👶 Keep decorations at least 6 inches above the child's reach.
- 🐾 Avoid using tinsel. It can fall on the floor and a curious child or pet may eat it. This can cause anything from mild distress to death.
- 👶 Keep any ribbons on gifts and tree ornaments shorter than 7 inches. A child could wrap a longer strand of ribbon around their neck and choke.
- 🐾 Watch children and pets around space heaters or the fireplace. Do not leave a child or pet unattended.

Security

- 🔔 Use your home burglar alarm system.
- 🔔 If you plan to travel for the holidays, don't discuss your plans with strangers.
- 🔔 Have a trusted friend or neighbor to keep an eye on your home.

*Wishing you peace, health, and prosperity
during this holiday season and always...*

Steven Steger-Moore, Tim Greene, and Geri Justinger

Insuring Risk - Sharing Rewards