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CHRISTMAS TREE INSTALLATION AND DECORATION HEALTH AND SAFETY GUIDELINES

Project No:	
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REVISION HISTORY	ISSUE DATE	DESCRIPTION	REVIEW / STATUS
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PREPARED BY:	REVIEWED & APPROVED BY:
QA QC ENGINEER	PROJECT ENGINEER

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PART 1- CHRISTMAS TREE INSTALLATION AND DECORATION

1.0. Planning and Preparation

1.1. Site Selection:

- 1.1.1. Choose a stable, level area with clear access for the tree, ensuring it doesn't obstruct exits or paths.

1.2. Risk Assessment:

- 1.2.1. Conduct a risk assessment for potential hazards (e.g., tripping, electrical).

1.3. Equipment Check:

- 1.3.1. Inspect all equipment, tools, and decorations for damage.
- 1.3.2. Ensure lighting and electrical equipment are certified and safe for indoor/outdoor use.

1.4. Permit and Permissions:

- 1.4.1. Secure any necessary permits, especially if the installation is outdoors or in a public area.

2.0. Tree Installation

2.1. Base Stabilization:

- 2.1.1. Secure a stable, weighted base or anchoring for the tree to prevent tipping, especially for large trees.

2.2. Tree Erection:

- 2.2.1. If it's a large tree, use lifting equipment or cranes operated by certified personnel. Ensure guide ropes are in place to stabilize the tree during setup.

2.3. Securing the Tree:

- 2.3.1. Once upright, check stability and ensure it's firmly secured. Test for sturdiness by gently pushing the tree.

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3.0. Lighting and Electrical Setup

3.1. Cable Management:

- 3.1.1. Position cables to avoid tripping hazards, keeping them concealed or taped down as necessary.

3.2. Lighting Installation:

- 3.2.1. Install lights from the top down, using a safe, stable ladder and avoiding overloading outlets.

3.3. Connection Safety:

- 3.3.1. Connect lights to grounded outlets or GFCI-protected power sources, avoiding any overloading of circuits.

4.0. Decorating the Tree

4.1. Ladder Safety:

- 4.1.1. Use a stable ladder for decorating higher sections, ensuring it's set up on even ground.

4.2. Ornament Placement:

- 4.2.1. Place heavier decorations lower on the tree to prevent imbalance.
- 4.2.2. Avoid sharp or breakable items at lower levels to prevent injuries to children.

4.3. Fireproofing:

- 4.3.1. Use fire-resistant decorations, and ensure ornaments are kept clear of heat sources.

5.0. Final Inspection

5.1. Stability Check:

- 5.1.1. Confirm the tree's stability and inspect for any loose or dangling items.

5.2. Lighting Test:

- 5.2.1. Test all electrical components and lights, ensuring there are no overheating cables or loose connections.

5.3. Safety Signage:

- 5.3.1. If in a public area, place visible signs around the tree to alert people to potential hazards (e.g., "Do Not Touch," "Keep Clear of Cables").

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6.0. Ongoing Monitoring

6.1. Daily Inspections:

- 6.1.1. If the tree is in a public space, conduct daily safety inspections of electrical setups and stability.

6.2. Maintenance:

- 6.2.1. Replace or repair any damaged decorations, lights, or wiring promptly.

6.3. Shutdown Procedure:

- 6.3.1. Have a set protocol for turning off lights overnight and in case of emergency situations.

PART 2- CHRISTMAS TREE INSTALLATION AND DECORATION SAFETY FOR INSTALLERS & THE PUBLIC

The following steps will help ensure a safe and attractive Christmas tree installation, minimizing risks for both installers and the public.

1.0. Planning and Preparation

1.1. Site Selection:

- 1.1.1. Choose a location that's stable, spacious, and easily accessible.
- 1.1.2. Consider nearby exits, walkways, and areas with heavy foot traffic to prevent obstructions or congestion around the tree.
- 1.1.3. Avoid placing it near flammable materials or heat sources.

1.2. Risk Assessment:

- 1.2.1. Conduct a thorough risk assessment to identify potential hazards, such as tripping, electrical issues, or crowd congestion.
- 1.2.2. Evaluate environmental factors like wind (for outdoor installations) and heat sources that could dry the tree or make it more flammable.

1.3. Equipment Check:

- 1.3.1. Inspect all equipment, tools, and decorations for signs of wear or damage before installation.
- 1.3.2. Ensure all lights, extension cords, and electronic decorations are certified for indoor or outdoor use, depending on the setup.
- 1.3.3. Replace any damaged equipment immediately to prevent electrical hazards.

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1.4. Permit and Permissions:

- 1.4.1. For public or commercial spaces, check local regulations and obtain necessary permits.
- 1.4.2. Coordinating with local authorities or property managers ensures that you meet compliance standards and have the appropriate approvals for the installation.

2.0. Tree Installation

2.1. Base Stabilization:

- 2.1.1. A sturdy base is crucial to keep the tree stable.
- 2.1.2. Use a heavy, weighted base or anchors if needed, especially for larger trees.
- 2.1.3. For outdoor trees, consider securing the base with additional weights or sandbags to prevent it from tipping in windy conditions.

2.2. Tree Erection:

- 2.2.1. For large trees, certified personnel should operate any lifting equipment or cranes used to raise the tree.
- 2.2.2. Guide ropes can help stabilize the tree as it's lifted.
- 2.2.3. Keep bystanders and unauthorized personnel at a safe distance during this process.

2.3. Securing the Tree:

- 2.3.1. Once the tree is upright, double-check that it is securely attached to the base.
- 2.3.2. Push or gently shake the tree to test stability.
- 2.3.3. If the tree wobbles or leans, make adjustments until it's firmly in place. Confirm that any supporting ropes or brackets are tightly secured.

3.0. Lighting and Electrical Setup

3.1. Cable Management:

- 3.1.1. Carefully manage all cables to prevent tripping hazards.
- 3.1.2. Use cable covers, clips, or ties to secure loose wires, especially in areas where people might walk close to the tree.
- 3.1.3. Conceal cables as much as possible without causing them to overheat.

3.2. Lighting Installation:

- 3.2.1. Start placing lights at the top of the tree, gradually working your way down to ensure even distribution.

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- 3.2.2. Use a safe, stable ladder and avoid leaning too far out to prevent falls.
- 3.2.3. Avoid overloading electrical circuits by calculating the total wattage of the lights and adhering to power limits.

3.3. Connection Safety:

- 3.3.1. Use grounded outlets and GFCI-protected power sources, particularly for outdoor lighting.
- 3.3.2. This protects against electrical shock and helps ensure the power cuts off automatically in case of a short circuit.
- 3.3.3. Avoid “daisy-chaining” multiple extension cords, which can overload the circuit and increase fire risk.
- 3.3.4. Decorating the Tree

3.4. Ladder Safety:

- 3.4.1. Use a stable ladder, ensuring it's set on level ground, to reach the higher parts of the tree.
- 3.4.2. Have someone act as a spotter if necessary, especially for taller trees.
- 3.4.3. Never stand on the top step of a ladder, as this increases the risk of tipping.

3.5. Ornament Placement:

- 3.5.1. Place heavier ornaments on lower branches to prevent the tree from becoming top-heavy, which could lead to tipping.
- 3.5.2. Keep fragile or breakable decorations higher on the tree, out of reach of small children or pets.
- 3.5.3. Use non-toxic materials for any ornaments that children may touch.

3.6. Fireproofing:

- 3.6.1. Use only fire-resistant decorations.
- 3.6.2. Avoid using any decorations that involve candles, open flames, or hot lights near the tree.
- 3.6.3. Also, check that all ornaments are well-attached to prevent them from falling and becoming tripping hazards or choking risks for children.

4.0. Final Inspection

4.1. Stability Check:

- 4.1.1. Verify that the tree is stable and doesn't wobble when touched.
- 4.1.2. If it does, reinforce the base or anchoring points as necessary.
- 4.1.3. Check that the tree and decorations are firmly secured to prevent accidents.

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4.2. Lighting Test:

- 4.2.1. Once the lights are installed, turn them on to check for any flickering or overheating cables.
- 4.2.2. Replace any faulty bulbs immediately to prevent fire risks.
- 4.2.3. Check for exposed wires or fraying cords, which could pose a shock hazard.

4.3. Safety Signage:

- 4.3.1. If the tree is in a public space, use clear, visible signs that advise the public to avoid tampering with the tree or decorations.
- 4.3.2. Signs can also warn people to stay clear of any cables and remind them of emergency exit routes.

5.0. Ongoing Monitoring

5.1. Daily Inspections:

- 5.1.1. Perform daily checks, especially in public or commercial spaces, to make sure the tree is secure and that decorations are intact.
- 5.1.2. Check for any new wear or damage to cables, decorations, or the base and repair issues immediately.

5.2. Maintenance:

- 5.2.1. Regularly inspect lights and ornaments.
- 5.2.2. Replace any damaged or broken decorations or lights immediately, as they can pose safety hazards.
- 5.2.3. Ensure the tree is well-watered if it's a live tree to reduce the risk of fire.

5.3. Shutdown Procedure:

- 5.3.1. Establish a shutdown protocol for overnight hours or emergencies.
- 5.3.2. All electrical decorations should be turned off at the end of each day to prevent overheating and electrical risks.
- 5.3.3. In case of severe weather (for outdoor trees), take additional precautions to secure the tree and decorations.

These steps ensure a safe and enjoyable holiday setup, preventing accidents while enhancing the festive atmosphere.

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PART 3- Child Safety Points for Christmas tree Installation and Decoration

1.0. Tree Placement

1.1. Avoid Heavy Traffic Areas:

- 1.1.1. Place the tree in a low-traffic area to prevent children from bumping into it.

1.2. Barriers for Large Trees:

- 1.2.1. For larger trees in public or commercial spaces, consider temporary barriers to create a safe distance for children and prevent accidental access.

2.0. Decoration Selection

2.1. Use Non-Breakable Ornaments:

- 2.1.1. Choose ornaments made of plastic or other shatter-proof materials to prevent injuries if decorations are pulled or fall.

2.2. Avoid Small or Choking Hazard Items:

- 2.2.1. Avoid small decorations that could pose choking hazards for young children.
- 2.2.2. Ensure all ornaments are securely attached to branches.

2.3. No Sharp or Heavy Objects at Reachable Levels:

- 2.3.1. Avoid hanging sharp or heavy ornaments on lower branches where children might reach.
- 2.3.2. Opt for soft, lightweight decorations that are less likely to injure.

3.0. Lighting and Electrical Safety

3.1. Cover or Conceal Outlets and Cords:

- 3.1.1. Use outlet covers and secure cords so that they're out of children's reach, reducing risks of electric shock or tripping.

3.2. Avoid Exposed or Low-Hanging Lights:

- 3.2.1. Hang lights out of reach of small children and avoid low-hanging electrical components. Consider using battery-operated LED lights instead of plug-in lights for a safer alternative.

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3.3. Supervision for Plugging/Unplugging:

- 3.3.1. Ensure only adults handle plugging in and unplugging tree lights, particularly in areas with children present.

4.0. Tree Stability

4.1. Anchor the Tree:

- 4.1.1. Secure the tree firmly to its base and consider anchoring it to a wall to prevent tipping if children pull or lean on it.

4.2. Test Stability Regularly:

- 4.2.1. With children around, test the tree's stability periodically to ensure it's secure. Reinforce the base as needed.

5.0. Fire and Heat Safety

5.1. Keep Tree Away from Heat Sources:

- 5.1.1. Position the tree away from radiators, fireplaces, or any other heat sources, as they can be especially dangerous for curious children.

5.2. Use Fire-Resistant Decorations:

- 5.2.1. Ensure all decorations and lights are fire-resistant, reducing fire risk if a child accidentally touches or plays near them.

6.0. Ongoing Monitoring

6.1. Daily Checks:

- 6.1.1. Conduct daily safety checks to inspect for loose decorations, accessible cords, or damaged ornaments, especially if children frequently access the area.

6.2. Supervision During Public or Group Events:

- 6.2.1. If the tree is in a public space or during group gatherings, assign a responsible adult to monitor children around the tree to prevent tampering with decorations or lights.

PART 3- SAFETY GUIDELINES FOR VISITORS AND GUESTS DURING CHRISTMAS TREE INSTALLATION AND DECORATION

Following are some essential safety points to ensure a safe and welcoming environment for visitors and guests around the Christmas tree installation:

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1.0. Tree Location and Accessibility

1.1. Clear Pathways:

- 1.1.1. Ensure the area around the tree is free of obstructions, allowing guests to pass safely without tripping or bumping into decorations.

1.2. Accessible Placement:

- 1.2.1. Position the tree so it's visible and accessible but doesn't interfere with entrances, exits, or emergency pathways.

1.3. Barrier for Large or Public Trees:

- 1.3.1. For larger or publicly accessible trees, consider setting up a low barrier to keep guests at a safe distance and prevent accidental contact.

2.0. Electrical and Lighting Safety

2.1. Use Cable Covers:

- 2.1.1. Secure any cords or cables along the floor using cable covers or tape to prevent tripping hazards, especially in high-traffic areas.

2.2. Limit Access to Outlets:

- 2.2.1. Place electrical outlets out of reach or behind the tree. Where outlets are accessible, use protective covers or signage to discourage tampering.

2.3. Low-Voltage, LED Lighting:

- 2.3.1. Opt for low-heat, low-voltage LED lights, which are safer for public areas as they minimize fire risks and are less likely to cause overheating.

3.0. Signage and Safety Notices

3.1. Clear Signage:

- 3.1.1. Place "Do Not Touch" or "Stay Back" signs near the tree and decorations, especially for delicate displays or areas with heavy foot traffic.

3.2. Emergency Exit Signs:

- 3.2.1. Ensure that emergency exits are clearly marked and that the tree's placement doesn't obscure exit signs or directional signage.

3.3. Safety Reminders:

- 3.3.1. Post reminders about any specific safety guidelines related to the tree area, such as avoiding the cords or not leaning on the tree.

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4.0. Stability and Structural Safety

4.1. Tree Anchoring:

- 4.1.1. Secure the tree to the base, and for large public displays, consider anchoring it to walls or using additional support to prevent tipping if bumped.

4.2. Routine Stability Checks:

- 4.2.1. Periodically check the stability of the tree and decorations, especially during times of high visitor volume or before events.

4.3. Safety Perimeter:

- 4.3.1. For larger trees, set up a small perimeter around the tree with decorative fencing or roping to limit access and reduce accidental contact.

5.0. Slip and Trip Hazard Prevention

5.1. Non-Slip Mats for Wet Weather:

- 5.1.1. If the tree is near an entrance, provide non-slip mats to reduce the risk of slips from wet shoes. Mats can also keep the area cleaner, preserving the appearance of the display.

5.2. Routine Floor Checks:

- 5.2.1. Regularly inspect the floor around the tree, especially during rainy or snowy weather, and promptly clean any spills, water, or debris.

5.3. Decorative Barriers for Crowds:

- 5.3.1. Where there may be crowding, use decorative ropes or barriers to prevent guests from accidentally stepping on cables or tripping over decorations.

6.0. Crowd Control and Supervision

6.1. Limit Number of Guests Nearby:

- 6.1.1. In larger gatherings, ensure that crowd density near the tree is controlled, and avoid having too many people gather in close proximity.

6.2. Supervision during Events:

- 6.2.1. Assign staff or volunteers to supervise the tree area, especially during events, to prevent overcrowding and ensure that guests don't interact too closely with decorations or cables.

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6.3. Emergency Preparedness:

- 6.3.1. Have a protocol in place for emergency situations, ensuring that all staff know the emergency exits, assembly points, and how to safely guide guests if needed.

