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MEMORANDUM #062---12HR

TO: Agency Administrators

FROM: Carolyn Horwich, J.D., Director of Human Resources

THROUGH: Rip Colvin, Executive Director

SUBJECT: November/December 2012 Safety Outlook and Safety Notes from November 2012

DATE: December 5, 2012

Please find attached issues of the November/December 2012 *Safety Outlook* Newsletter and *Safety Notes* from Risk Management. I am sure you will find them to be informative. Please feel free to distribute to other interested parties.

If you have any questions, please do not hesitate to contact Andy Snuggs at 850.488.2415, ext. 291, or at Andy.Snuggs@justiceadmin.org

Thank you.

Attachments

THE SAFETY OUTLOOK

providing you a new look at safety



Florida Department of Financial Services, Division of Risk Management

November/December 2012

Volume 3, Issue 6



NFPA SAYS HOARDING CAUSES SERIOUS FIRE HAZARDS

There are several types of fire hazards that can be found in the workplace and in the home. Some of these common fire hazards include overloaded electrical outlets and extension cords, overused electric heaters, and various appliances such as microwaves, toasters, and improperly functioning electric dryers. Live holiday trees are another extremely common fire hazard for this time of year.

When it comes to fires, most people first think of the most commonly known fire hazards like the ones mentioned above. However, according to the National Fire Protection Association (NFPA), hoarding is one of the top and most deadly fire hazards.

Hoarding is defined by the Mayo Clinic as the excessive collection of items along with the inability to discard them. Hoarding is very different than simple household clutter and can cause an increased risk of fire due to the accumulation of combustible items including paper, clothing, boxes, and rubbish. These types of debris, coupled with other flammable combustibles, can make a fire burn hotter and faster. Hoarded items in a home can also cause blocked escape routes, hallways, windows, and doors. In addition to the fire risks associated with hoarding, this condition can also involve the risk of injury or death due to being trapped under falling debris. Excessive hoarded debris can not only fuel a fire, but may also hinder firefighters and other emergency response personnel attempting to gain access to the premises. According to a 2009 report titled "An Analysis of Fire Incidents Involving Hoarding Households," the average damage caused by a standard residential fire was valued at \$12,500. For fires involving hoarding, this average was valued at \$100,000.

The NFPA notes that studies suggest between 3-5% of the population are compulsive hoarders, which is why it is important that safety coordinators and risk management professionals become familiar with this issue and how to effectively address it. The NFPA also has a guide that explains the increased fire risks associated with hoarding and provides tips on how to help manage it. Hoarding, as one of the top fire hazards, should be something that safety and loss prevention professionals keep in mind when thinking about common fire safety.



Inside this issue:

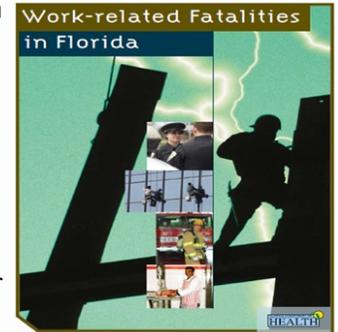
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OCCUPATIONAL HEALTH AND SAFETY PROGRAM EXAMINES WORK RELATED FATALITIES IN FLORIDA

In an effort to improve the health and safety of Florida workers, the Florida Department of Health, Occupational Health and Safety Program (OHSP) has released a report examining work-related fatalities in Florida. The purpose of the report, which was released in September, is to provide a descriptive analysis of work-related deaths in Florida by identifying the most common incident types. The report also examines work-related fatalities in high-risk industries and occupations, and provides demographic characteristics of fatally injured workers.

In 2007, Florida ranked third nationally for its number of work-related fatalities with 363 reported work-related deaths, according to data obtained from the Bureau of Labor Statistics (BLS) Census of Fatal Occupational Injuries (CFOI). The most common fatal incident types were those involving transportation accidents (38%), assaults and violent acts (19%), and falls (17%). The report also notes that work-related fatality rates varied by race and sex. Overall, males had a higher rate of fatalities than females (7.0 vs. 0.7 per 100,000 workers). The distribution of incident type differed by sex; most notably a higher proportion of female workers were killed through assaults and violent acts than males (30% female fatalities, 18% male fatalities). Higher rates of work-related fatalities occurred among Hispanics (5.6 per 100,000 workers) and blacks (4.4 per 100,000 workers) than in whites (2.6 per 100,000 workers) and rates for those two ethnic groups in

Florida were also higher than national rates. The report concluded that fatal assaults and violent acts are a problem in the Florida workforce and they disproportionately affect self-employed workers and females. High-risk industries that should be considered for future targeted interventions are agriculture, forestry, fishing and hunting, administrative and waste services, and construction.



The OHSP at the Florida Department of Health began operation in 2010 with funding from the National Institute of Occupational Safety and Health (NIOSH). The Work-Related Fatalities in Florida report is the second in a series of special reports on occupational health in Florida. If you would like to review the full report, please contact the State of Florida Loss Prevention Program (SFLPP). SFLPP is a member of the Occupational Health and Safety Coalition, which is a think tank and group of safety and risk management professional across the state who are working to make Florida a safer and healthier place to work for both public and private sector employees .

SFLPP OFFERS NEW TRAINING RESOURCES JUST IN TIME FOR THE HOLIDAYS

If your safety program's holiday wish list includes purchasing training videos and posters, then the State of Florida Loss Prevention Program (SFLPP) has what you need. SFLPP has developed nine new safety training videos and four new safety posters designed to help agencies and universities improve their safety programs. And the good news is that all these resources are FREE!!

The safety training videos, which are from the 2012 Loss Prevention Academy, include training topics such as emergency management, how to establish a safety committee, and how to perform a job hazard analysis. Each of the videos provides safety coordinators with the tools they need to improve their safety programs. For example, the video on job hazard analyses (JHAs) provides valuable information on how safety coordinators can train supervisors to conduct JHAs.

Another resource offered by SFLPP is four new posters. The topic for each poster ties into the 2012/2013 SFLPP quarterly themes, which are *Strain/Injury By*, *Struck/Injury By*, *Slips, Trips, and Falls*, and *Ergonomics*. The SFLPP safety posters are a wonderful way to promote and encourage safety during each of the quarterly safety themes.

Don't spend your holiday thinking about a wish list for your safety program. Instead, contact SFLPP at statelossprevention@myfloridacfo.com to get the new safety training videos and posters that will move your safety program forward in 2013.



SAFETY SPOTLIGHT

Cynthia Bauer
Agency for Persons with Disabilities

In this issue of the *Safety Outlook* newsletter, the State of Florida Loss Prevention Program is proud to recognize the award-winning efforts and contributions of Workers' Compensation Coordinator (WCC) Cynthia Bauer with the Agency for Persons with Disabilities (APD).

Ms. Bauer, who received a Davis Productivity Award for her work in enhancing the cost performance measures for the return-to-work program at APD, is responsible for reviewing First Report of Injury or Illness forms at Tacachale, a 24-hour, 7-day-a-week facility that serves developmentally disabled adults. In her role as WCC, Ms. Bauer strives to provide supervisors, management, and other stakeholders with vital information regarding the injured employee in a real-time environment. Ms. Bauer says that this is important because it helps the injured employees receive the care they need to return to work, and it assists residents in receiving high-quality service. In addition to reviewing First Report of Injury or Illness forms, Ms. Bauer is also responsible for conducting follow-up contact with injured employees and others involved in the workers' compensation system to ensure that claims are resolved as quickly as possible.

Although Ms. Bauer has worked for APD for 10 years, she spent more than 7 years in workers' compensation and risk management. She says a lot has changed over the years.

"I think one of the biggest changes I have encountered since I started working as a WCC is the emphasis on the return-to-work program."

Ms. Bauer said that due to the emphasis on return to work, there is an increased awareness that an injured employee can still contribute to the operational needs of an organization. Sometimes injured employees have skills and abilities that are discovered when placed in the return-to-work program. By having an emphasis on return to work, organizations better understand the skills of their employees and in turn, employees better understand that they are an integral part of the organization's daily operations.

"We work very hard to optimize the skills of injured employees so they are able to contribute to the operational needs of the facility," said Ms. Bauer.

One of the biggest challenges that Ms. Bauer faces in her job is figuring out various ways to reduce the number of accidents and injuries. Claim data can be analyzed in many ways; however, given the nature of the work performed at her facility, there are inherent risks.



For example, some duties carry a certain amount of risk that is difficult to avoid, which makes it a challenge in reducing the number of injuries.

In terms of best practices, Ms. Bauer says that it is extremely important to operate in real time. Operating in real time helps to make sure that contact with the injured employee is made as early as possible following a claim. This helps the injured employee understand what is expected. Consistent communication with the adjuster and nurse case manager is necessary in resolving the claim. Also, as an example of another best practice, Ms. Bauer said that it is important for new workers' compensation coordinators to remember that an injured employee will need assistance in navigating the course of the claim. She further said that it is important that the WCC provides strong customer service and communication to all stakeholders in order to successfully manage a return-to-work program.

The job of a WCC is challenging, but for Ms. Bauer, the most rewarding part of her job comes from knowing she is there to make a difference by helping injured employees who serve the residents that live and work at Tacachale. According to Ms. Bauer, another rewarding part of her job is working with departments to analyze claim data and find ways to reduce the number and severity of injuries.

Ms. Bauer received her Master's of Social Service Administration from the University of Chicago. Prior to attending graduate school, she spent 16 years as a case manager in a community-based program serving adults with severe and persistent mental illness. In her free time, she enjoys spending time with her husband and gardening.

The Division of Risk Management, State of Florida Loss Prevention Program proudly salutes the efforts of Ms. Cynthia Bauer of APD.

DECEMBER MARKS NATIONAL DRUNK AND DRUGGED DRIVING PREVENTION MONTH

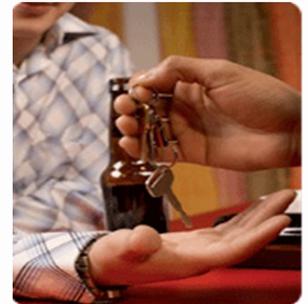
The holidays are here, and it is important to remember that December marks National Drunk and Drugged Driving Prevention month. National Drunk and Drugged Driving Prevention month is the perfect time to raise awareness at your agency or university about the consequences of driving under the influence of alcohol and drugs during this holiday season.

According to the 2010 Traffic Crashes Statistics Report produced by the Florida Department of Highway Safety and Motor Vehicles (DHSMV), alcohol and drugs were factors in nearly 20,000 crashes resulting in more than 13,000 injuries in Florida. Also, December is traditionally one of the most deadly times of the year for impaired driving. Impaired driving and its consequences can destroy lives and property within moments. Impaired driving not only includes drinking and driving, but also the growing problem of driving while under the influence of drugs prescribed by a physician.

It is critical as safety coordinators that we encourage and remind employees to make responsible decisions when driving or riding as a passenger, especially if drug and alcohol use is apparent. It is also critical that we remind employees during this time of year about the dangers of distracted driving, including texting and using electronic equipment behind the wheel.

Here are a few safety tips that you can share with employees to help make sure everyone has a holiday that is safe and secure:

- Designate a sober driver before celebrations begin.
- Plan safe parties, including providing non-alcoholic drink options to guests.
- Consider not serving alcohol during the last hour of the gathering.
- Be prepared to get everyone home safely in case your plans or individual circumstances change.



Remember the month of December and the holiday season is a time of love, joy, and peace. It is important to educate employees about the dangers of impaired driving and the need to recommit to preventing the loss of life on the roadways by practicing safe driving practices.

Happy Holidays, Happy New Year, and remember to BE SAFE!!!

AMERICANS WITH DISABILITIES ACT: WHAT YOU DON'T DO COULD COST YOU

If you are an Americans with Disabilities Act (ADA) coordinator at your agency or university, you probably already know that Title II of ADA covers "public entities." Public entities are defined as any state or local government and any of its departments, agencies, or other instrumentalities.

Due to several ADA lawsuits against state agencies and the sweeping 2012 changes to the ADA Standards for Accessible Design, ADA has become an important issue that ADA and safety coordinators need to know and understand.

So why is understanding ADA so important and what is at stake? The less safety coordinators know about ADA and

how ADA and safety work hand-in-hand, the greater the risk exposure agencies face in being sued—sometimes to the tune of millions of dollars.

In fact, in 2012, the Department of Management Services (DMS) settled an ADA lawsuit, *Denny Wood vs. State of Florida*, which impacted all state



agencies. The settlement agreement requires all state agencies to comply with the 2010 ADA Standards for Accessible Design. Compliance includes removing architectural barriers, communications barriers, and implementing surveys and transitional plans for correcting any issues that are not in compliance.

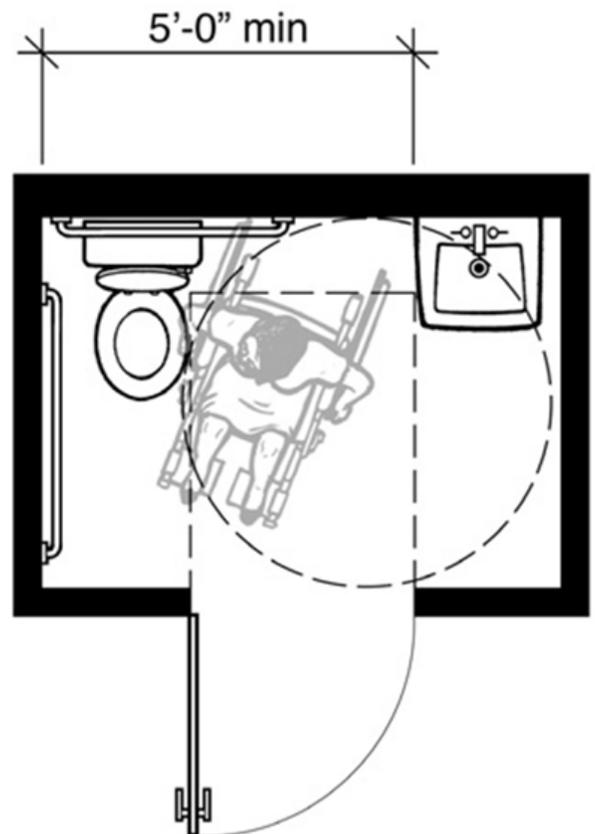
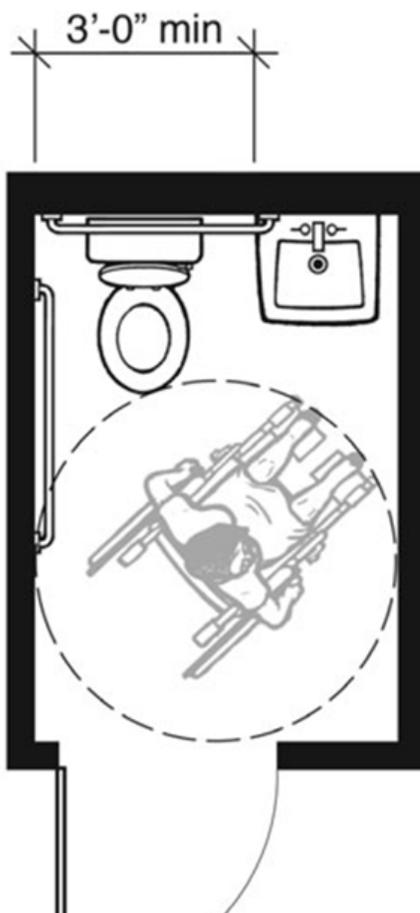
According to DMS, the good news about ADA is that most agencies and universities are already ensuring they are in compliance with the ADA law. Complying with ADA law does not have to be expensive; there are easy steps that can be done without much difficulty or expense. Examples of compliance measures an agency can take to assist someone with a disability include installing bathroom grab bars, an ADA door knob, or even rearranging furniture to allow movement in between and around an area. Another example would be to ensure

that the security access pad in a building is in a location low enough for someone with a disability to reach.

ADA is an important and complex issue which safety and ADA coordinators should be familiar with, understand, and implement. The Division of Risk Management, State of Florida Loss Prevention Program (SFLPP) and the Bureau of State Liability and Property Claims will continue to educate and increase awareness among safety professionals on this issue. Remember, what you don't know or don't do could cost you!!

This article is one of a three-part series that SFLPP will be doing to increase ADA awareness among safety and ADA coordinators.

Do you know which single-user toilet room layout is in compliance based on the 2010 standards?



FDACS HOLDS 2012 SAFETY FAIR & THEMED COSTUME CONTEST

Safety Saves! This was the message at the 2012 Safety Fair and safety-themed costume contest hosted by the Florida Department of Agriculture and Consumer Services (FDACS). Safety event coordinators donned bright orange shirts with the *Safety Saves* message written in bold black letters on the back during the fun-filled yet purposeful event.

The fair, which had more than 300 employees in attendance, offered something for everyone. Employees enjoyed the smell of freshly popped popcorn, free flu shots, giveaways, and seminars on food safety and personal finance. In addition, the event included 19 wellness and safety vendors along with safety demonstrations that helped inform employees on the importance of safety, security, and health in the

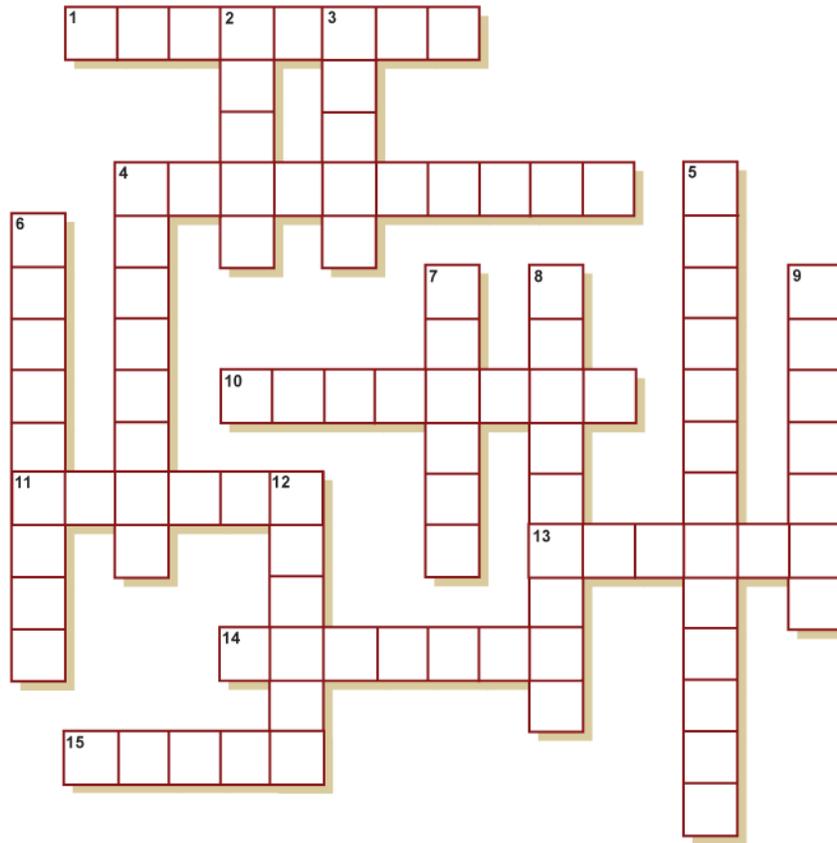
workplace as well as at home. But that wasn't all: the event also included a safety-themed costume contest featuring Mr. Safety Bee and "Dusty" the cowboy in addition to many other safety costumes.

Overall, the 2012 FDACS Safety Fair was a success! Nearly 60 employees received flu shots and 11 divisions and offices provided safety- and loss-prevention-themed booths. In the end, employees not only had a good time, they also learned more about the importance of safety and loss prevention.

The FDACS Safety Fair is held each Fall in Tallahassee. This year's fair was held on Wednesday, October 31, from 9 a.m. to 12:00 p.m. and 1:30 p.m. to 4:30 p.m.



Emergency Evacuations



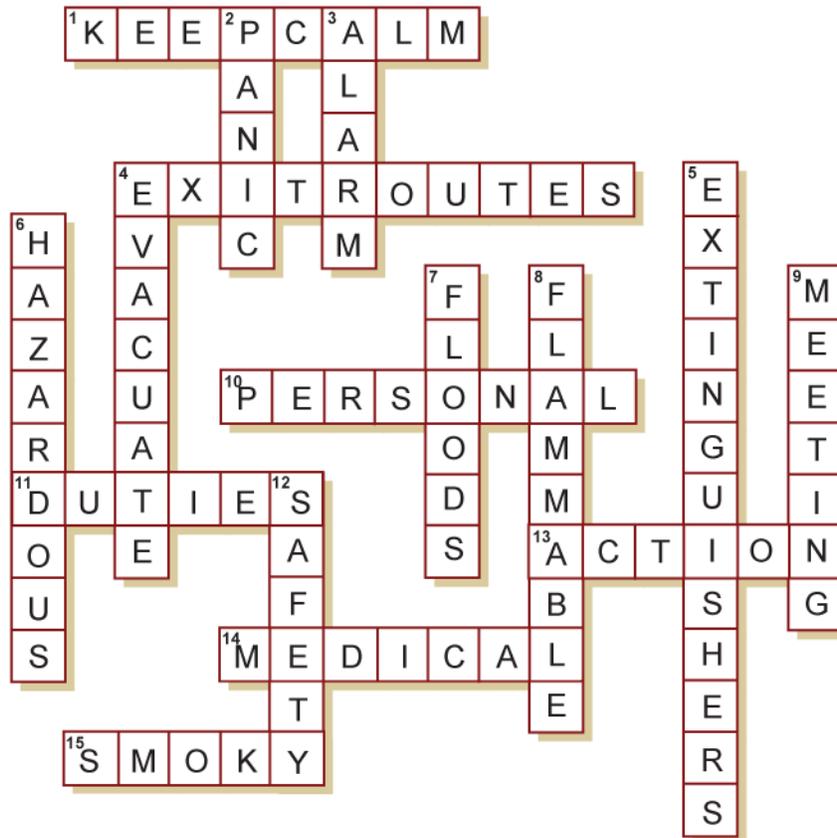
Across

1. In case of emergency, everyone should _____.
(2 words)
4. Workers should know at least two _____.
(2 words)
10. Don't take time to get your _____ items in an emergency.
11. Some workers may be assigned emergency _____.
13. You should know your company's emergency _____ plan.
14. First-aid supplies are necessary for a _____ emergency.
15. In case of fire, it may be _____.

Down

2. Don't _____ in an emergency.
3. Workers need to know the sound of the _____ system.
4. In case of fire or other emergency, you may be told to _____.
5. Workers should know where fire _____ are located.
6. Specially trained workers clean up after a _____ spill.
7. Natural emergencies could include _____ or tornados.
8. The danger of fire is greater if operations involve _____ materials.
9. After evacuating, workers should go to their assigned _____ area.
12. In case of an emergency, workers' _____ comes first.

Emergency Evacuations



Across

1. KEEP CALM—In case of emergency, everyone should _____. (2 words)
4. EXIT ROUTES—Workers should know at least two _____. (2 words)
10. PERSONAL—Don't take time to get your _____ items in an emergency.
11. DUTIES—Some workers may be assigned emergency _____.
13. ACTION—You should know your company's emergency _____ plan.
14. MEDICAL—First-aid supplies are necessary for a _____ emergency.
15. SMOKY—In case of fire, it may be _____.

Down

2. PANIC—Don't _____ in an emergency.
3. ALARM—Workers need to know the sound of the _____ system.
4. EVACUATE—In case of fire or other emergency, you may be told to _____.
5. EXTINGUISHERS—Workers should know where fire _____ are located.
6. HAZARDOUS—Specially trained workers clean up after a _____ spill.
7. FLOODS—Natural emergencies could include _____ or tornados.
8. FLAMMABLE—The danger of fire is greater if operations involve _____ materials.
9. MEETING—After evacuating, workers should go to their assigned _____ area.
12. SAFETY—In case of an emergency, workers' _____ comes first.

UPCOMING TRAINING SESSIONS & IAC MEETINGS

These upcoming training opportunities are offered by the State of Florida Loss Prevention Program (SFLPP) and the National Safety Council:

DECEMBER 2012

Safety Measurement Systems: Are You Measuring Success?

December 11, 2012, 11:00 a.m. to 12:00 p.m.

Live Webinar

The National Safety Council (NSC) is presenting a live webinar training session titled *Safety Measurement Systems: Are You Measuring Success?* In this webinar, participants will learn concepts to help transition toward a zero-incident safety culture. They will also learn safety measures that have proven results, and safety metrics that track upstream activities and recognize success. For more information, call (800) 621-7619.

IAC Executive Committee Meeting

December 18, 2012, 3:30 p.m. to 5:00 p.m.

Hermitage Centre, Tallahassee, FL

An IAC Executive Committee meeting has been scheduled for Tuesday, December 18, 2012, from 3:30 p.m. to 5:00 p.m. in the Hermitage Centre's third-floor conference room. If you have a discussion item that you would like added to the agenda, please contact Josh Davis at Josh.Davis@myfloridacfo.com. Thank you for your participation in the IAC Executive Committee meeting and we look forward to seeing you soon.

JANUARY 2013

Stay Fit While You Sit Training Session

January 15, 2013, 12:00 p.m. to 1:00 p.m.

Betty Easley Center, Tallahassee, FL

Heavy lifters aren't the only ones who suffer from a hard day's work. Millions of others are victims of aches and pains caused by the stress of sitting improperly for too long. To help employees who sit on the job reduce the strain they put on their bodies, the Division of Risk Management, SFLPP and the Foundation for Wellness Professionals are presenting a training session titled "Stay Fit While You Sit". The training will educate safety coordinators on how to create an "ergonomically correct" workstation, how to use correct techniques to avoid Carpal Tunnel Syndrome, and how to reduce glare and eyestrain from the computer.

To register, click the following link, <https://apps8.fldfs.com/lms/home.aspx>.

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Workers' Compensation Claim Change Form	850/413-4802
State Liability Claim Change Form	850/413-4852
Safety Coordinator Appointment Form	850/413-4756

Virtual Library

Be sure to visit our website for the training resources on safety and loss prevention. We post our newsletters and e-bulletins at the website, and have helpful industry links and videos. We also have several forms posted.

<http://www.myfloridacfo.com/risk/Loss%20Prevention/Virtual%20Library>

- **Workers' Compensation Claim Change Form**
(available electronically & in Adobe Acrobat)
- **State Liability Claim Change Form**
(available electronically & in Adobe Acrobat)
- **Safety Coordinator Appointment Form**
(available in Adobe Acrobat only)

*Articles or suggestions for improvement of
this newsletter are always welcome.*

Please e-mail deidra.jones@myfloridacfo.com

“Seasons change, and so do safety hazards. Learn to protect your kids from harmful holiday toys.”

Toy Safety Tips:

At the Store:

Avoid toys with small parts for children under age three and children who mouth toys.



Once the Packages are Opened:

Dispose of all unnecessary toy packaging and gift wrap as soon as possible.



Safety Notes

VOLUME 2, ISSUE 28



Toy Safety for the Holidays

As Christmas Day approaches, there is a hidden danger possibly lurking for state employees who have children. Toy safety is a major concern for children and parents during this time of the year. Harmful toys can cause choking, cuts, chemical burns (from batteries), and even bruises.



According to the New York Presbyterian Morgan Stanley Children's Hospital, over 100,000 children are treated each year for toy-related injuries. Almost half of the children injured are under the age of five.

Keeping children safe on Christmas Day and beyond means making sure children wear safety gear and that they only play with age-appropriate toys. For example, toys such as skates, skateboards, and bicycles are hazardous if the proper safety equipment is not used. If purchasing these types of toys, parents should remember to buy helmets as well as knee and ankle pads to protect their kids from getting injured. Parents should also remember not to give toys with loose parts to children that might swallow them and to follow age recommendations given by the toy manufacturer.

Getting Started

Toy safety begins with you as a parent. In order to avoid child injury, you must be knowledgeable about the toys you are preparing to buy. Usually, it is enough to examine the toy in the store, but occasionally, you may have to perform independent research. The link below provides criteria for determining if a toy is dangerous. It includes what to look for, what the risks are, and another website that lists the toys that have been recalled.



[Toy Safety Checklist](#)

Disclaimer: The links that are posted within the Safety Notes are for educational purposes only. The State of Florida does not endorse or promote any brands, products, or services therein.



Employee Safety Training Courses and Support Materials

December 03, 2010

'Tis the Season to Give Safe Gifts

December is Safe Toys and Gifts Month. Take time for a seasonal training session this month on the off-the-job subject of helping employees buy safe toys and gifts for their children. In a quick 15 minutes, you can give them good tips that can ultimately save your workplace from potential time off taken by parents whose children are hurt by unsafe toys. Start with the statistics in "Why It Matters" to convince workers of the importance of this training to help their kids use toys safely.

Why It Matters...

Over 3 billion toys and games are sold every year in the U.S.

Around 15 children under the age of 14 die from a toy-related incident every year.

Around 217,000 toy-related injuries are treated in hospital emergency rooms.

In one recent year, 20 children died from toy-related deaths. In the same year, there were 75,000 toy-related injuries in children under the age of 14.

The U.S. Consumer Product Safety Commission (CPSC) —www.cpsc.gov— gives an easy acronym to help workers keep their kids S.A.F.E. These tips cover toy safety from purchase to play.

- S = Supervision:
 - Watch young children closely as they play—if you're not playing with them yourselves.
 - Teach children how to use their toys safely.
 - Teach older children to keep their toys away from younger siblings.
 - Inspect kids' toys regularly. Fix broken toys immediately – or throw them out.
- A = Age Appropriate:
 - Choose toys that are developmentally appropriate and suit the age, ability, and interest level of your child.
 - Read labels on toys or containers to guide you in choosing safe items.
- F = Free of Inherent Hazards:

- Toys for children under the age of 3 should be free of small parts, sharp points and edges, and long cords.
- Look for labels with warnings, such as: "NOT RECOMMENDED FOR CHILDREN UNDER THREE. CONTAINS SMALL PARTS."
- E = Equipment:
 - Require kids to wear helmets when using bicycles, skateboards, or in-line roller blades. Wear them yourselves when sharing these activities with kids.
 - Require kids to wear gloves, wrist, elbow, and knee pads when using skateboards or in-line roller blades.

Bring some seasonal spirit into your workplace this month with this brief training session on off-the-job safety for your workers' children, grandchildren, nieces, and nephews.

 [View all resources on Safety - General](#)

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