

Risk Quick Tips

December 2009

Risk Management Division OMB



IMPORTANT MESSAGE

The Risk Management Training Management System will no longer be available to state employees with an NDGOV account **February 1, 2010**. If you work for Higher Education, you will still be able to login to Risk Managements Online Training Management system using a State of North Dakota Login ID. Current training opportunities offered to state employees with a NDGOV account through the Risk Management Online Training System will be made available for access through **Enterprise Learning Management (ELM)**. ELM is an upgrade to PeopleSoft Training Administration which is currently in use and will provide an online, self service, and administrative employee training system. Go live for ELM is planned for late January 2010. The training record history maintained by Risk Management's Training Management System will be uploaded into ELM prior to ELM going live. State Agency designated Online Training Management System administrators will be allowed to create and download training detail reports until January 31st. If State Agencies have placed **secured training** unto Risk Managements training site, the agency designated administrator will need to contact Darin Schorsch at 328-3347 or dschorsch@nd.gov regarding creating an ELM course catalog.

Mission

The mission of the Risk Management Division of the Office of Management and Budget is to protect the assets of the state of North Dakota – its people, property and financial resources – so that the state can continue to meet its obligations to its citizens.

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This newsletter may be forwarded or printed and shared in its entirety within your institution.



Risk Quick Tip Alert

Starting 2010, the Risk Management **Risk Quick Tips** newsletter will be published **quarterly**. Look for newly published issues the 15th day of **March, June, September** and **December** on the Risk Management website. We ask that you frequently browse our **Latest News and Information** feature on our **Website Home Page** to keep on top of new events that occur in the Risk Management Division.



Safety Doesn't Take a Holiday

The following guidelines are offered to all State Agencies regarding the decorations utilized for the holiday seasons. These guidelines which are based on the state fire code requirements are recommended operating policy for all State Agencies.

Holiday Decorations and Trees

1. Only miniature electric lights will be permitted and must display the UL label. The period for Christmas decorative lighting must not exceed 90 days.
2. Christmas trees that are entirely metal in construction are prohibited from using any type of electrical lighting or wiring for decorations.
3. Decorations other than Christmas trees that might be used should also be noncombustible. This includes tinsel, paper, sprays or other materials that might be used to decorate individual rooms, corridors, stairways or places of assembly.
4. The location of the tree or decorations shall not block, nor restrict, the use of halls, exits, or stairways. They shall not cover any exit signs.
5. Trees shall be located in areas as remote as possible from stairways.
6. Fire Codes requires that: "Extension cords and flexible cords shall not be affixed to structures; extend through walls, ceilings, and floors, under doors or floor coverings; or be subject to environmental or physical damage." With this requirement it must also be noted that all appliances, fixtures and cords must be "UL" approved.
7. Live Christmas Trees shall not be used unless potted or treated with fire retardancy as is evidenced by a label attached to the tree.

Questions regarding any of the above recommended policies should be directed to the State Fire Marshal at 328-5555.