

*Hazard Recognition: Holiday Refocus, Winter Driving, Ergonomics, Slips Trips Falls*  
*Safety Principle #1: All injuries are preventable*

<b>Hazard Recognition: Holiday Refocus, Winter Driving, Ergonomics, Slips Trips Falls</b>						
<b>January 2018</b>						
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## **Daily Safety and Health Topics**

**January 2018**

**Hazard Recognition:**

**Holiday Refocus, Winter Driving, Ergonomics, Slips Trips Falls**

### **Entergy's 12 Safety Principles**

1. All injuries are preventable
2. People are the most critical element
3. All Employees are responsible for safety
4. All operating exposures can be controlled
5. Management is responsible for establishing a safe work environment and clear expectations for safety performance
6. Safety is good business
7. Management must audit performance
8. Our work is never so urgent or important that we cannot take time to do it safely
9. Deficiencies must be corrected promptly
10. Employees must be trained to safely perform all assigned tasks and accountable for applying these skills on the job
11. Safety is a condition of employment
12. Off the job safety is an important part of overall safety efforts



*Hazard Recognition: Holiday Refocus, Winter Driving, Ergonomics, Slips Trips Falls  
Safety Principle 1: All injuries are preventable*

**January 1, 2018**

## **Safety, Health and Human Performance Focus**

### **PRE-SEASON CHECKUP (PART 1 OF 3)**

Rain, slush and mud are hard on your vehicle. Be prepared for the rainy season by conducting a thorough checkup. Use the following checklist as a reference:

- Battery – wet weather places heavy demands on the battery and charging system.
  - Recharge or replace weak batteries.
- Check fluid levels, battery posts, and charging system.
- Lights – check the headlights, side-marker lights, emergency flashers, parking lights, front and rear directional signals, taillights and brake lights.
- Make sure they work and are clean — a quick wipe can make a big difference.

### **HEALTH TIP: STEP IT UP!**

Are you looking for simple ways to get in extra steps? Instead of searching for the spot closest to the door, park farther away from the office, grocery store and shopping mall. Take a walk around the block while your son or daughter practices their sport. At work, consider strolling down the hall to speak with someone rather than e-mailing, or have a walking meeting with your co-worker.

## **Org Health & Diversity Focus**

### **WORK-LIFE BALANCE**

Start the year off with a goal to better balance your personal and professional responsibilities. Trying to take on too many things at once keeps you from excelling at either one and causes unnecessary stress. A stress-free home and a stress-free workplace will make for a much more productive day.

**January 2, 2018**

**Safety, Health and Human Performance Focus**

**PRE-SEASON CHECKUP (PART 2 OF 3)**

Rain, slush and mud are hard on your vehicle. Be prepared for the rainy season by conducting a thorough checkup. Use the following checklist as a reference:

- Brake System – check brakes for proper operation.
  - Pulling to one side, a taut pedal or an unusual squealing or grinding could indicate the need for brake repair. Don't delay! Tire traction is the key to good movement, turning and stopping on wet surfaces.
- Good tire tread allows water to escape from under the tires, preventing loss of traction.
  - Consider changing to tires designed for increased traction on wet surfaces.
  - Make sure tires are properly inflated to the pressure shown in the owner's manual or on the door frame.
- Windshield Wipers and Washer Fluid – are wipers functioning properly?
  - Blades that streak should be replaced.
  - Fill the washer reservoir bottle with a washer solvent.

**Org Health & Diversity Focus**

**A QUOTE ABOUT SUCCESS**

"Success in business requires training and discipline and hard work. But if you're not frightened by these things, the opportunities are just as great today as they ever were."  
-- David Rockefeller

**January 3, 2018**

## **Safety, Health and Human Performance Focus**

### **PRE-SEASON CHECKUP (PART 3 OF 3)**

Rain, slush and mud are hard on your vehicle. Be prepared for the rainy season by conducting a thorough checkup. Use the following checklist as a reference:

- Emergency kit – keep these items in your vehicle in case of emergency:
  - Flashlight
  - Mats that can be placed under tires to increase traction
  - Small bag of sand, salt, or kitty litter to spread around tires to increase traction
  - Shovel • Cloth or roll of paper towels
  - Blanket • Booster cables
  - Window-washing solvent to keep the reservoir filled and windshields clean
  - Warning devices – flares or triangles
  - Cellular phone

### **HEALTH TIP: PETS AND YOUR HEALTH**

Do you own a dog or a cat? Studies show that pet owners have better physical and psychological health and require fewer doctor visits. Experts believe that these health benefits may be due to our need for closeness and companionship. If you don't have a pet, and think you might want one, consider pet-sitting. This is a good way to see if owning a pet is right for you.

## **Org Health & Diversity Focus**

### **WORKPLACE GRATITUDE**

Create a personal culture of gratitude and appreciation to remove negativity from the environment. A positive workplace climate will allow the team to shift their perspective on life and work as well.

**January 4, 2018**

## **Safety, Health and Human Performance Focus**

### **SAFE WINTER DRIVING (PART 1 OF 3)**

Winter driving can be hazardous and scary, especially in northern regions that get a lot of snow and ice. Additional preparations can help make a trip safer, or help motorists deal with an emergency. The three P's of Safe Winter Driving: **PREPARE** for the trip; **PROTECT** yourself; and **PREVENT** crashes on the road.

### **HEALTH TIP: SLEEP, PERFORMANCE, AND PUBLIC SAFETY**

Long shifts and other factors that result in sleep loss have safety consequences for our highways as well. A National Sleep Foundation survey has revealed that 60 percent of adult drivers—about 168 million people—say they have driven a vehicle while feeling drowsy in the past year, and that more than one-third (103 million people) have actually fallen asleep at the wheel. Unfortunately, many of these situations end in tragedy. The National Highway Traffic Safety Administration estimates that 100,000 police-reported crashes are the direct result of driver fatigue each year, and they consider this a conservative estimate. More recent data suggests that the true number is likely much higher. The Institute of Medicine estimates—based on recent high quality naturalistic and epidemiologic studies—that drowsy driving is responsible for fully 20 percent of all motor vehicle crashes. That would mean that drowsy driving causes approximately 1 million crashes, 500,000 injuries, and 8,000 deaths each year in the U.S.

## **Org Health & Diversity Focus**

### **CRAFT THE CULTURE**

Lead by example. Impact the organizational culture by embodying, promoting, and rewarding traits that others can model.

**January 5, 2018**

**Safety, Health and Human Performance Focus**

**SAFE WINTER DRIVING (PART 2 OF 3)**

**PREPARE – MAINTAIN YOUR CAR**

- Check battery, tire tread, and windshield wipers, keep your windows clear, put no-freeze fluid in the washer reservoir, and check your antifreeze.
- Have on hand – flashlight, jumper cables, abrasive material (sand, kitty litter, even floor mats), shovel, snow brush and ice scraper, warning devices (like flares) and blankets.
- For long trips, add food and water, medication and cell phone.
- Stopped or Stalled? Stay in your car, don't overexert, put bright markers on antenna or windows and shine dome light, and, if you run your car, clear exhaust pipe and run it just enough to stay warm.
- Plan your route – allow plenty of time (check the weather and leave early if necessary), be familiar with the maps/ directions, and let others know your route and arrival time.

**Org Health & Diversity Focus**

**A QUOTE ABOUT AMERICA**

"America is not like a blanket - one piece of unbroken cloth. America is more like a quilt - many patches, many pieces, many colors, many sizes, all woven together by a common thread."  
-- Rev. Jesse Jackson

**January 6, 2018**

**Safety, Health and Human Performance Focus**

**SAFE WINTER DRIVING (PART 3 OF 3)**

**PROTECT YOURSELF**

- Buckle up and use child safety seats properly.
- Never place a rear-facing infant seat in front of an air bag.
- Children 12 and under are much safer in the back seat.

**PREVENT CRASHES**

- Drugs and alcohol never mix with driving.
- Slow down and increase distances between cars.
- Keep your eyes open for pedestrians walking in the road.
- Avoid fatigue – get plenty of rest before the trip, stop at least every three hours, and rotate drivers if possible.
- If you are planning to drink, designate a sober driver

**Org Health & Diversity Focus**

**COMMUNICATION**

Communication is arguably the cornerstone of any healthy and effective work environment.

**January 7, 2018**

**Safety, Health and Human Performance Focus**

**AAA RECOMMENDS THE FOLLOWING WINTER DRIVING TIPS:**

- Avoid driving while you're fatigued. Getting the proper amount of rest before taking on winter weather tasks reduces driving risks.
- Never warm up a vehicle in an enclosed area, such as a garage.
- Make certain your tires are properly inflated.
- Never mix radial tires with other tire types.
- Keep your gas tank at least half full to avoid gas line freeze-up.
- If possible, avoid using your parking brake in cold, rainy and snowy weather.
- Do not use cruise control when driving on any slippery surface (wet, ice, sand).
- Always look and steer where you want to go.
- Use your seat belt every time you get into your vehicle.

**Org Health & Diversity Focus**

**QUOTE FOR THE DAY**

"Diversity: the art of thinking independently together". -- Malcolm Forbes

**January 8, 2018**

**Safety, Health and Human Performance Focus**

**TIPS FOR LONG-DISTANCE WINTER TRIPS: (PART 1 OF 2)**

- Watch weather reports prior to a long-distance drive or before driving in isolated areas. Delay trips when especially bad weather is expected. If you must leave, let others know your route, destination and estimated time of arrival.
- Keep at least half a tank of gasoline in your vehicle at all times.
- Pack a cellular telephone with your local AAA's telephone number, plus blankets, gloves, hats, food, water and any needed medication in your vehicle.
- If you become snow-bound, stay with your vehicle. It provides temporary shelter and makes it easier for rescuers to locate you. Don't try to walk in a severe storm. It's easy to lose sight of your vehicle in blowing snow and become lost.

**Org Health & Diversity Focus**

**PROMOTE WELLNESS**

Wellness programs are linked to greater productivity, less absenteeism, and a reduction of long-term health care costs.

**January 9, 2018**

**Safety, Health and Human Performance Focus**

**TIPS FOR LONG-DISTANCE WINTER TRIPS: (PART 2 OF 2)**

- Don't over exert yourself if you try to push or dig your vehicle out of the snow.
- Tie a brightly colored cloth to the antenna or place a cloth at the top of a rolled up window to signal distress. At night, keep the dome light on if possible. It only uses a small amount of electricity and will make it easier for rescuers to find you.
- Make sure the exhaust pipe isn't clogged with snow, ice or mud. A blocked exhaust could cause deadly carbon monoxide gas to leak into the passenger compartment with the engine running.
- Use whatever is available to insulate your body from the cold. This could include floor mats, newspapers or paper maps.
- If possible run the engine and heater just long enough to remove the chill and to conserve gasoline.

**Org Health & Diversity Focus**

**HARASSMENT DISCRIMINATION QUOTE - WHAT IS CULTURAL DIVERSITY?**

"Diversity is the mix. Inclusion is making the mix work" -- Andres Tapia

**January 10, 2018**

**Safety, Health and Human Performance Focus**

**TIPS FOR DRIVING IN THE SNOW: (PART 1 OF 3)**

- Accelerate and decelerate slowly. Applying the gas slowly to accelerate is the best method for regaining traction and avoiding skids. Don't try to get moving in a hurry. And take time to slow down for a stoplight. Remember: it takes longer to slow down on icy roads.
- Drive slowly. Everything takes longer on snow-covered roads. Accelerating, stopping, turning – nothing happens as quickly as on dry pavement. Give yourself time to maneuver by driving slowly.
- The normal dry pavement following distance of three to four seconds should be increased to eight to ten seconds. This increased margin of safety will provide the longer distance needed if you have to stop.

**HEALTH TIP: EAT OUT WISELY**

Americans eat out about five times a week and spend nearly half of their food dollars away from home. This takes a toll on our health and wallets. Try these tips when dining out: share an entrée or eat half and take the rest home; choose an appetizer with a side of steamed veggies for your meal; skip or split your dessert; choose water or unsweetened tea to drink; skip the chips and salsa or bread and butter before your meal; and eat slowly.

**Org Health & Diversity Focus**

**HAVE SOME FUN!**

Research has proven that companies with happy workers experience more productivity, less turnover rates, fewer sick days and higher profitability.

**January 11, 2018**

## **Safety, Health and Human Performance Focus**

### **TIPS FOR DRIVING IN THE SNOW: (PART 2 OF 3)**

- Know your brakes. Whether you have antilock brakes or not, the best way to stop is threshold breaking. Keep the heel of your foot on the floor and use the ball of your foot to apply firm, steady pressure on the brake pedal.
- Don't stop if you can avoid it. There's a big difference in the amount of inertia it takes to start moving from a full stop versus how much it takes to get moving while still rolling. If you can slow down enough to keep rolling until a traffic light changes, do it.
- Don't power up hills. Applying extra gas on snow-covered roads just starts your wheels spinning. Try to get a little inertia going before you reach the hill and let that inertia carry you to the top. As you reach the crest of the hill, reduce your speed and proceed downhill as slowly as possible.

### **HEALTH TIP: MANAGING STRESS DURING THE WINTER MONTHS**

Unfortunately, the nonstop stress of modern life means that your alarm system seldom shuts off. That's why stress management is so important. Stress management gives you a range of tools to help reset your alarm system. Without stress management, all too often your body is always on high alert. Over time, high levels of stress lead to serious health problems. Don't wait until stress has a negative impact on your health, relationships or quality of life. Start practicing a range of stress management techniques today:

- Monitor your stress level: make it an ongoing goal. Pay attention to what makes you stressed. Identify stress triggers: What stressful situations do you experience the most stress from, relationship, or daily hassles for example. Include positive changes such as weddings, etc.
- Identify solutions to your stress: Identify which stressors you have control over and those you don't. Don't feel like you have to handle this alone: seek help from family, friends, or professional such as Empowered Living Inc., where you can receive relaxations techniques and much, much more.

## **Org Health & Diversity Focus**

### **ASK**

You can't fix a problem if you don't know it exists.

**January 12, 2018**

**Safety, Health and Human Performance Focus**

**TIPS FOR DRIVING IN THE SNOW: (PART 3 OF 3)**

- Don't stop going up a hill. There's nothing worse than trying to get moving up a hill on an icy road. Get some inertia going on a flat roadway before you take on the hill.
- Stay home. If you really don't have to go out, don't. Even if you can drive well in the snow, not everyone else can. Don't tempt fate: if you don't have somewhere you have to be, watch the snow from indoors.

**HEALTH TIP: BE A KID IN THE SNOW AGAIN**

If you live in a cold weather area, winter can be a low-activity, high-calorie time of the year. To combat these challenges, consider the workout you can get while having fun in the snow. Activities like building a snowman, making snow angels and having snowball fights (no shots above the neck!) aren't just for the kids. They can burn up to 300 calories per hour while also providing a great outlet for stress!

**Org Health & Diversity Focus**

**POSITIVE VALUES**

Demonstrate behavior that exemplifies the highest commitment to quality and service to each other, the company, customers and shareholders.

**January 13, 2018**

**Safety, Health and Human Performance Focus**

**DRIVING WHEN VISIBILITY IS POOR**

Regardless of your driving experience, the odds are greater that you'll have a collision in wet weather. A hard rain can limit visibility so that you can't see the edges of the road, traffic signs or other vehicles on the road. If you must drive under such conditions, it's helpful to have the knowledge and skills to cope with this challenge.

**SUIT UP**

Select clothing that provides comfort and freedom of movement behind the wheel. While heavy garments may be necessary outside the vehicle, they can restrict movement behind the wheel. Always come to a complete stop in a safe spot before removing a coat or gloves.

**Org Health & Diversity Focus**

**COMPASSION, RESPECT AND UNDERSTANDING**

Kindness and understanding prevail when employees face challenges such as accidents, illnesses, personal tragedies and natural disasters. People will usually go the extra mile for others when they're treated well and with understanding, compassion and respect.

**January 14, 2018**

**Safety, Health and Human Performance Focus**

**WHEN IT'S SLIPPERY...**

Due to ice and snow, walk like a penguin when entering and leaving your office. Winter slips and falls in parking lots are extremely common. To avoid them, walk like a penguin by walking flat footed taking short, slow steps. It's also important to wear sensible footwear and carry only what you can handle.

**HEALTH TIP: DRESSING FOR WINTER WORKOUTS**

Don't let colder weather keep you from being active outdoors. Wear multiple layers initially to keep you warm and remove them, one at a time, as your body heats up. Try a fabric like polypropylene, wool or wool/synthetic blends closest to the body, as these wick moisture away from the skin. A breathable, windproof and waterproof outer layer will keep you dry and comfortable. Wear a hat to prevent heat loss through the head.

**Org Health & Diversity Focus**

**QUOTE OF THE DAY**

"Civility costs nothing, and buys everything."  
-- Lady Mary Wortley Montagu, English aristocrat & writer

**January 15, 2018**

**Safety, Health and Human Performance Focus**

**OFFICE ERGONOMICS TIPS TO HELP YOU AVOID FATIGUE: (PART 1 OF 3)**

- Make sure that the weight of your arms is supported at all times. If your arms are not supported, the muscles of your neck and shoulders will be crying by the end of the day.
- Watch your head position, and try to keep the weight of your head directly above its base of support (neck). Don't "crane" your head and neck forward.
- Don't be a slouch! Slouching puts more pressure on the discs and vertebrae of your back. Use the lumbar support of your chair and avoid sitting in a way that places body weight more on one than on the other. Move your chair as close to your work as possible to avoid leaning and reaching. Make sure to "scoot" your chair in every time you sit down.

**Org Health & Diversity Focus**

**QUOTE OF THE DAY**

"Be civil to all, sociable to many, familiar with few, friend to one, enemy to none."  
-- Benjamin Franklin

**January 16, 2018**

**Safety, Health and Human Performance Focus**

**OFFICE ERGONOMICS TIPS TO HELP YOU AVOID FATIGUE: (PART 2 OF 3)**

- The monitor should be placed directly in front of you, with the top no higher than eye level. The keyboard should be directly in front of the monitor so you don't have to frequently turn your head and neck.
- Talking on the phone with the phone receiver jammed between the neck and ear is really bad practice. You know that's true, so don't do it!
- The keyboard and the mouse should be close enough to prevent excessive reaching which strains the shoulders and arms.

**HEALTH TIP: SUPER SPINACH**

Spinach is a nutritional powerhouse! It is low in calories but dense in nutrients including calcium, folate, iron, magnesium, and vitamin A. Select fresh, crisp, green bunches with no evidence of insect damage. Keep fresh spinach cool and minimize storage time. Frozen spinach and reduced-sodium canned spinach are other options to consider. Enjoy spinach in a salad or wilted into soups or other dishes to add nutrients and flavor.

**Org Health & Diversity Focus**

**QUOTE OF THE DAY**

“Three things in human life are important: The first is to be kind. The second is to be kind, and the third is to be kind.”  
-- Henry James, author

**January 17, 2018**

## **Safety, Health and Human Performance Focus**

### **OFFICE ERGONOMICS TIPS TO HELP YOU AVOID FATIGUE: (PART 3 OF 3)**

- Avoid eye strain by making sure that your monitor is not too close, it should be at least an arm's length away.
- Take steps to control screen glare, and make sure that the monitor is not placed in front of a window or a bright background.
- You can rest your eyes periodically for several seconds by looking at objects at a distance to give your eyes a break.
- The feet should not be dangling when you are seated. If your feet don't comfortably reach the floor or there is pressure on the backs of your legs, use a footrest or lower the keyboard and chair.

### **HEALTH TIP: STRESS AT WORK**

Even "dream jobs" have stressful deadlines, performance expectations and other responsibilities. For some, stress is the motivator that ensures things get done. However, workplace stress can easily overwhelm your life. You may continually worry about a particular project, feel unfairly treated by a supervisor or co-workers, or knowingly accept more than you can handle in hopes of earning a promotion. Putting your job ahead of everything else can also affect your personal relationships, compounding the work-related pressures. Layoffs, restructuring or management changes can heighten anxiety about your job security. In fact, a Norwegian study showed that the mere rumor of a factory's closure caused rapid increases in workers' pulse and blood pressure. Research in the U.S. has found that workplace injuries and accidents tend to increase in organizations that are being downsized.

### **Org Health & Diversity Focus**

#### **QUOTE OF THE DAY**

"I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel." -- Maya Angelou

**January 18, 2018**

**Safety, Health and Human Performance Focus**

**WINTER “DRESS FOR SUCCESS!”**

- Consider the weather when choosing outerwear. Dress in layers. Wear clothing that is easy to move in.
- Wear a hat—a great deal of body heat is lost through the head.
- If it's icy cold, consider breathing through a scarf, but don't let it obstruct your view.
- Proper boots are essential for keeping feet warm and dry while appropriate soles provide traction. Good boots can help you maintain your balance!
- Choose gloves that will keep your hands warm, dry, and blister free—consider thicker gloves, which allow for a good grip on the shovel's handle.

**Org Health & Diversity Focus**

**CIVILITY TIP**

Develop an awareness of the respect you display in all areas of your communications, including what you say, how you say it, your voice tone, and the body language that you demonstrate.

**January 19, 2018**

**Safety, Health and Human Performance Focus**

**SNOW (PART 1 OF 2)**

Snow shoveling can be compared to weight lifting, and in some cases, the aerobic aspect of this activity is similar to a workout on a treadmill! To help your body function on demand, consider the following tips:

- Be heart smart! Don't eat or smoke before shoveling snow. Avoid caffeinated beverages. These are stimulants and may increase heart rate and cause blood vessels to constrict.
- If you experience pain of any kind, stop immediately and seek assistance.
- Pace yourself during shoveling activities. Take frequent breaks and drink plenty of water. Snow shoveling is strenuous work, and it is important to re-hydrate your body often.
- If the ground is icy or slick, spread sand or salt over the area to help create foot traction. Be aware that some areas may be uneven and could cause you to slip, trip, or fall.

**Org Health & Diversity Focus**

**DIVERSE OPINIONS**

Appreciate the value of diverse opinions in developing approaches to varying situations.

**January 20, 2018**

**Safety, Health and Human Performance Focus**

**SNOW (PART 2 OF 2) SHOVELING; TECHNIQUE, TECHNIQUE, TECHNIQUE.**

- Warm muscles work better. So take some time to stretch to prepare your body for activity.
- Just like with a golf club, hand placement on the shovel handle is very important! Don't put your hands (grip) close to one another. Create some distance between the hands. This will give you more leverage and make it easier to lift snow.
- Think about good posture and maintaining the natural curve of your spine.
- Address your task directly. Stand with your feet about shoulder width apart to maintain balance. Try to keep the shovel close to your body. Bend at the knees—not the waist or back. Tighten your stomach muscles as you lift the snow. Lift with your legs—not your back. Do not twist your body. Dump the snow in front of you. If you need to move the snow to the side, move your feet—do not twist!
- Don't throw snow over your shoulder! Go forward with the snow.
- Fresh snow is lighter in weight—so clear snow as soon as it has fallen. Snow becomes dense as it compacts on the ground. Wet snow is very heavy. One shovelful can weigh 20 pounds or more!
- Pace yourself. Take frequent breaks to stretch your back and extremities.

**Org Health & Diversity Focus**

**BUILD BRIDGES**

Become a bridge builder and act in a manner that creates an inclusive work environment.

**January 21, 2018**

**Safety, Health and Human Performance Focus**

**ERGONOMICS: DON'T BEND, KNEEL**

- Bending over improperly puts a massive strain on the body.
- Eliminate bending over from your daily routine as much as possible.
- Kneel when possible, using protective knee pads to lessen the strain.
- If knee pads are not conducive to the task at hand, opt for a kneeling pad instead.
- If you're working on a catwalk or other grid surface, use a pad to reduce the pressure points.

**Org Health & Diversity Focus**

**CELEBRATE DIVERSITY**

Each of us brings to the table a lifetime of experiences and knowledge. Each of us is different and adds value to the organization because of these differences. Take time today to get to know someone new and learn about what makes them unique!

**January 22, 2018**

**Safety, Health and Human Performance Focus**

**ERGONOMICS: DON'T KNEEL – STAND OR SIT:**

*Wait, didn't you just tell us to kneel?* Yes, as opposed to bending over. But that doesn't mean kneeling is the most ergonomically friendly posture.

- Even better than kneeling is standing up straight or sitting.
- Utilize adjustable work surfaces or specially-made tools to reduce/eliminate the need to kneel or bend.
- If you must work below knee height, don't just kneel, but sit, lie on your side, or side-sit.
- Change positions and move around frequently to prevent discomfort.

**Org Health & Diversity Focus**

**COMMON THREAD**

Remember – diversity is the one thing we all have in common!

**January 23, 2018**

**Safety, Health and Human Performance Focus**

**ERGONOMICS: REDUCE THE NEED FOR BRUTE FORCE**

- Lifting and carrying are major occupational safety and ergonomic issues but are generally easy to solve.
- Use cranes, forklifts, hoists, small electronic lifts, or even hand jacks to lift heavy materials.
- Use hoists, dollies, and carts to transport materials from point to point.
- Even if you know you're capable of carrying something, put ego aside and use the right tool for the job. Your back will thank you later.

**Org Health & Diversity Focus**

**QUOTE OF THE DAY**

“Diversity is about all of us, and about us having to figure out how to walk through this world together.”  
-- Jacqueline Woodson

**January 24, 2018**

**Safety, Health and Human Performance Focus**

**ERGONOMICS: LIGHTEN UP:**

- Reducing the weight of materials being used reduces the force and effort needed to lift and place.
- Do not sacrifice structural integrity, but consider using lightweight caulks, lightweight concrete blocks, and similarly lightweight, but still safe products.
- Less lifting and carrying leads to fewer injuries from these activities.

**Org Health & Diversity Focus**

**QUOTE OF THE DAY**

“Diversity: the art of thinking independently together.” -- Malcolm Forbes

**January 25, 2018**

**Safety, Health and Human Performance Focus**

**ERGONOMICS: ROTATE TASKS:**

- In team environments – where workers can complete different types of work with a comparable level of skill – rotate jobs throughout the day. This will help to avoid injuries caused by the strain of repetitive motions or prolonged improper posture.
- For example, a painting team that rolls, brushes, and sprays should rotate these tasks throughout the job.
- This can help alleviate wrist, elbow, and shoulder pains, if not prevent them altogether.

**HEALTH TIPS: TAKE THE STAIRS**

While a 150-pound person walking on a flat surface at 4 miles per hour burns roughly 4.7 calories per minute, stair climbing burns many more, from 8 to 12 calories per minute. Next time you are waiting for an elevator or escalator, consider taking the stairs instead! Too many flights? Walk up as far as you can and then take the elevator the rest of the way.

**Org Health & Diversity Focus**

**QUOTE OF THE DAY**

“I feel the more diverse the group, the greater the potential to discover alternative ways to do something that may lead to improvement.” -- *Robert Stevenson, Raise Your Line: Success Is About a Higher Line Mentality*

**January 26, 2018**

**Safety, Health and Human Performance Focus**

**PREVENT SLIPS, TRIPS AND FALLS PART (1 OF 6):  
CREATE GOOD HOUSEKEEPING PRACTICES**

Good housekeeping is critical. Safety and housekeeping go hand-in-hand. If an organization's facilities are noticeably clean and well organized, it is a good indication that its overall safety program is effective as well. Proper housekeeping is a routine. It is a part of each worker's daily performance. To create an effective housekeeping program, there are two simple steps

- **Plan ahead**– Know what needs to be done, who's going to do it and what the particular work area should look like when you are done.
- **Assign responsibilities**– It may be necessary to assign a specific person or group of workers to clean up, although personal responsibility for cleaning up after himself/herself is preferred.

**Org Health & Diversity Focus**

**QUOTE OF THE DAY**

"Infinite diversity in infinite combinations... symbolizing the elements that create truth and beauty." -- *Commander Spock, Star Trek*

**January 27, 2018**

**Safety, Health and Human Performance Focus**

**PREVENT SLIPS, TRIPS AND FALLS PART (2 OF 6):  
REDUCE WET OR SLIPPERY SURFACES**

Walking surfaces account for a significant portion of injuries reported by state agencies. The most frequently reported types of surfaces where these injuries occur include

- Parking lots, sidewalks (or lack of), food preparation areas, shower stalls, floors in general.

Traction on outdoor surfaces can change considerably when weather conditions change. Those conditions can then affect indoor surfaces as moisture is tracked in by pedestrian traffic. Traction control procedures should be constantly monitored for their effectiveness.

- Keep parking lots and sidewalks clean and in good repair condition.
- When snow and ice are present, remove or treat these elements. In some extreme cases, it may be necessary to suspend use of the area.
- Use adhesive striping material or anti-skid paint whenever possible.

**Org Health & Diversity Focus**

**QUOTE OF THE DAY**

“A lot of different flowers make a bouquet.” -- Author unknown

**January 28, 2018**

**Safety, Health and Human Performance Focus**

**PREVENT SLIPS, TRIPS AND FALLS PART (3 OF 6):  
AVOID CREATING OBSTACLES IN AISLES AND WALKWAYS**

Injuries can also result in from trips caused by obstacles, clutter, materials and equipment in aisles, corridors, entranceways and stairwells. Proper housekeeping in work and traffic areas is still the most effective control measure in avoiding the proliferation of these types of hazards. This means having policies or procedures in place and allowing time for cleaning the area, especially where scrap material or waste is a by-product of the work operation.

- Keep all work areas, passageways, storerooms and service areas clean and orderly.
- Avoid stringing cords, cables or air hoses across hallways or in any designated aisle.
- In office areas, avoid leaving boxes, files or briefcases in the aisles.
- Encourage safe work practices such as closing file cabinet drawers after use and picking up loose items from the floor.
- Conduct periodic inspections for slip and trip hazards.

**Org Health & Diversity Focus**

**QUOTE OF THE DAY**

“Different roads sometimes lead to the same castle.”

-- George R.R. Martin, *A Game of Thrones*

**January 29, 2018**

**Safety, Health and Human Performance Focus**

**PREVENT SLIPS, TRIPS AND FALLS PART (4 OF 6):  
CREATE AND MAINTAIN PROPER LIGHTING**

Poor lighting in the workplace is associated with an increase in accidents.

- Use proper illumination in walkways, staircases, ramps, hallways, basements, construction areas and dock areas.
- Keep work areas well-lit and clean.
- Upon entering a darkened room, always turn on the light first.
- Keep poorly lit walkways clear of clutter and obstructions.
- Keep areas around light switches clear and accessible.
- Repair fixtures, switches and cords immediately if they malfunction.

**Org Health & Diversity Focus**

**CREATING AN INCLUSIVE WORKPLACE TIP**

Invite a new employee or someone you don't know very well to lunch.

**January 30, 2018**

**Safety, Health and Human Performance Focus**

**PREVENT SLIPS, TRIPS AND FALLS PART (5 OF 6):  
WEAR PROPER SHOES**

The shoes we wear can play a big part in preventing falls. The slickness of the soles and the type of heels worn need to be evaluated to avoid slips, trips and falls. Shoelaces need to be tied correctly. Whenever a fall-related injury is investigated, the footwear needs to be evaluated to see if it contributed to the incident. Employees are expected to wear footwear appropriate for the duties of their work task.

**Org Health & Diversity Focus**

**CREATING AN INCLUSIVE WORKPLACE TIP**

Look for opportunities daily to thank others or recognize them in a positive way.

**January 31, 2018**

**Safety, Health and Human Performance Focus**

**PREVENT SLIPS, TRIPS AND FALLS PART (6 OF 6):  
CONTROL INDIVIDUAL BEHAVIOR**

This condition is the toughest to control. It is human nature to let our guard down for two seconds and be distracted by random thoughts or doing multiple activities. Being in a hurry will result in walking too fast or running which increases the chances of a slip, trip or fall. Taking shortcuts, not watching where one is going, using a cell phone, carrying materials which obstructs the vision, wearing sunglasses in low-light areas, not using designated walkways and speed are common elements in many on-the-job injuries. It's ultimately up to each individual to plan, stay alert and pay attention.

**Org Health & Diversity Focus**

**QUOTE OF THE DAY**

“We become not a melting pot but a beautiful mosaic. Different people, different beliefs, different yearnings, different hopes, different dreams.” -- Jimmy Carter