

Safety Principle # 1
Safety begins at the top.

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January 1, 2021

Office Daily Safety Message

Wheeling Safely into 2021

Happy New Year!

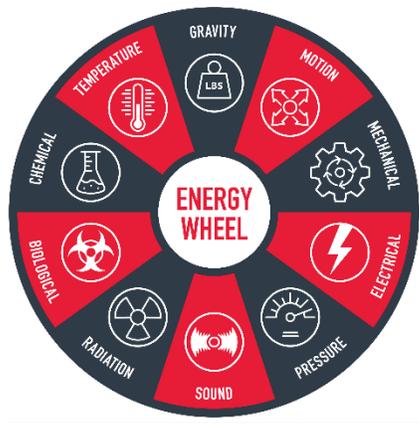
We have wrapped up quite a year with 2020 and we are looking forward to a safe 2021! Our employees performed many, many safe tasks daily last year and for that we say, "THANK YOU"!

Safety is a continuous journey and we must stay focused each day.

Focused on:

- Hazard recognition
- Improved driving
- Ergonomics
- Slips, trips, and falls
- Things that can kill you!

Stay Safety Strong!



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January 2, 2021

Office Daily Safety Message

It's National Radon Action Month

Radon is a naturally occurring radioactive gas that can cause lung cancer. You cannot see radon, you cannot smell radon, and you cannot taste radon, but it may be a problem in your home.

Radon comes from the natural (radioactive) breakdown of uranium in soil, rock, and water and gets into the air you breathe. Radon can be found all over the U.S. It can get into any type of building – homes, offices, and schools – and results in a high indoor radon level. You and your family are most likely to get your greatest exposure at home where you spend most of your time.

Testing is the only way to know if you and your family are at risk from radon. EPA and the Surgeon General recommend testing all homes below the third floor for radon. Testing is inexpensive, easy, and will only take a few minutes.

You can fix a radon problem. Radon reduction systems work, and they are not too costly. Some radon reduction systems can reduce radon levels in your home by up to 99%. Newer homes are being built with radon-resistant features and can be effective in preventing radon entry, but testing is still recommended.

Check out <https://www.epa.gov> for more information.

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January 3, 2021

Office Daily Safety Message

New Year, New You?

New Year's resolutions tend to earn a bad reputation for giving us big dreams at the beginning of the year only to be abandoned a few months or even weeks later. However, what better time than a brand-new year to take inventory of yourself and the previous year and adjust accordingly?

The key to change is NOT to make bold declarations of what all you will accomplish in a year. Instead, try setting goals that are realistic, achievable, and measurable. Set smaller goals as checkpoints along the way and share your goals with others for extra accountability.

Instead of making resolutions like this:

- Lose weight
- Be happy
- Eat better
- Save money
- Read more books

Try setting goals like this:

- Exercise for 30 minutes a day, 3 days per week. Log these workouts with a friend. Add a few minutes and/or one more day if you have been successful after 3 months.
- Incorporate one meatless meal into every week
- Only eat out/order out 1x per week
- Go to bed by a certain time every night (probably earlier than you go to bed now!)
- Save "x" amount of money from each paycheck (or the reverse – only spend "x" amount of money after bills per paycheck). Sit down every other month to make sure you are on target.
- Read one book per month
- Drink 32 oz of water per day; add 8 oz each week until you reach one gallon per day

The options are endless! Think of this year as an opportunity to build new habits.

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January 4, 2021

Office Daily Safety Message

Take it Easy – Your Body Will Thank You

To prevent overexertion, it is important to listen to your body. Overexertion causes 35% of all work-related injuries and is, by far, the largest contributor to workers' compensation costs.

Good news, overexertion can be prevented by regular exercise, stretching, and strength training to maintain a strong core. All are beneficial in preventing injuries to your body.

The following are some additional tips for work and home to help prevent overexertion:

- Plan a lift before you begin, keep your back straight and lift with your legs
- Limit the amount of time you spend doing the same motion over and over
- Take frequent breaks from any sustained position every 20-30 minutes
- If you work at a desk, move frequently used items close to you, use a footrest, and adjust the height of your computer
- Report pain, swelling, numbness, tingling, tenderness, or loss of strength to your doctor before it becomes a full-blown injury.

Take the time to care for yourself in 2021!

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January 5, 2021

Office Daily Safety Message

Cleaning Up Spills

Ice, oil, water, cleaning fluids and other liquid substances are the most common spills. If there is a slipping hazard in an area, avoid walking in that area so that you do not slip, trip or fall. Always clean up any spills you are aware of immediately and do not assume someone behind you will clean it up. Use caution signs to warn others.

If you see it, own it, and be your brother's and sister's keeper.

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January 6, 2021

Office Daily Safety Message

Work-Out Wednesday – From Your Chair!

Arm Circles

Sit on the chair with your back straight, legs bent at the knees 90 degrees and feet planted on the floor. Touch your shoulders with your fingers, and without moving any other parts of your body, roll your arms backward continuously in a circular motion. Make 40 arm circles dynamically.

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Office Daily Safety Message

Lifting Objects

Rearranging your home, office, or workspace for the new year?

If so, you can encounter many objects that may be heavy and require lifting such as boxes of paper, computer equipment, furniture, or storage containers. It is important to remember proper lifting techniques before moving such items.

- Determine if the load needs more than one person to lift. Ask for assistance if needed or utilize a mobile cart/dolly if no one is available to assist.
- Take breaks if necessary.
- Break the load down into multiple trips if needed and rest in between trips.
- Lift with your legs, never your back. Keep your head up and your back straight, bending with your hips and knees.
- Keep the load close to you and centered with the middle of your body as you walk.
- Keep your eyes focused ahead of you as you carry the load to ensure your path is clear.
- Allow your leg muscles to carry the load down to the ground, do not just drop it.
- Ensure your fingers and toes are not in the way of releasing the load

What other tips can you share to help keep someone Safety Strong?

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Office Daily Safety Message

Emergency Preparation

Emergencies can occur when least expected. Ensure your coworkers and family members are prepared for emergencies by reviewing steps below ahead of an emergency. If there are gaps in your preparations, ensure those gaps are closed immediately.

- Review building/home evacuation plans at least once annually.
- Conduct annual emergency drills.
- Know the procedure for contacting authorities (some offices dial 9-911 to contact emergency services; make sure your children know how to operate a telephone to call 911).
- Know location of first aid kits, AED machines and fire extinguishers.
- If fire alarm sounds, focus on evacuating safely. Leave all personal belongings behind. Seconds count in emergencies and personal belongings can be replaced, your life cannot.
- Get to your building's shelter in place location or your home's designated safe space in the event of bad weather.
- If you have a physical limitation with evacuating, ensure your supervisor is aware once the limitation arises so that preparation plans can be made to get you to safety.
- Do not use elevators in the event of a fire

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Office Daily Safety Message

Parking Lot Safety

Even though the holidays are over, don't let your guard down when it comes to parking lot safety. Stay Safety Strong every day.

When you walk to your car at the end of the day or from your car during the day, do you consider the risks that are present? It is important to back into your parking space each time so that you are ready for departure. This also gives you a better view of what is around you when you are leaving and keeps pedestrians or other employees walking through the parking lot safe.

Below are some additional tips for parking lot safety:

- Eliminate distractions when you walk to your vehicle so that you will be aware of any danger present.
- Consider using a buddy system or flashlight if leaving after dark or arriving when it is not yet light outside.
- Have your keys in your hand so that you do not lower your eyes or become distracted once outside.
- Walk confidently and use the panic button on your keys if necessary.
- Always complete your Circle for Safety and check the back seat of the vehicle before getting inside.
- Once inside, lock the doors immediately and turn on your headlights if visibility is limited so that others can see you and so that you can see any hazards that are near you.

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Office Daily Safety Message

Hazards

A hazard presents the potential for harm. Hazards are often associated with a condition or activity that, if left uncontrolled, can result in an injury or illness.

There are safety processes, human performance tools, and systems in place to identify hazards. Once a hazard has been identified, it is important to eliminate it or to mitigate it immediately so that no one is injured. You can enter close calls and good catches into AirsWeb so that others are aware of the hazard you controlled and can take the appropriate steps if they encounter a similar situation.

What hazard(s) do you believe you will encounter today and what steps will you take to eliminate or mitigate the hazard(s)?

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January 11, 2021

Office Daily Safety Message

S.T.A.R.

What is STAR? It is Stop, Think, Act and Review. It is part of Human Performance Principles and can save you from hazards, overconfidence, overexertion and inefficiency.

Before you start a task, take the time to stop and think about what you are trying to accomplish. Once you understand the task and the steps you will take, perform the action and then review the action.

- Did the work go as expected?
- Were there any errors or injuries?
- Are there any lessons learned to apply the next time the task or a similar task is completed?

How will you use STAR to help you today and tomorrow to work safely in 2021?

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Office Daily Safety Message

Winter – Dress for Success!

Two thin layers can be warmer than one thick layer. Why? Air trapped between the layers serves as thermal insulation. Layered clothing is particularly relevant in cold climates where clothing must be able to transfer moisture, provide warmth, and protect from wind and rain.

The clothing layers:

1. No matter how frigid the temperature, wear a light, long-sleeved base layer next to your skin. Thinner layers wick sweat better and dry faster.
2. This is a thin mid-layer made of either wool, polyester, or a blend of the two.
3. A puffy, zippered jacket with a hood. This heat trap is your best friend in frigid temps.
4. A shell made of waterproof/breathable fabric with taped seams. Size it big enough so it fits over everything else.

Being prepared is another way to remain Safety Strong.

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January 13, 2021

Office Daily Safety Message

Workout Wednesday – From Your Chair!

Triceps Dip

Put your hands to the edge of the chair, shoulder-width apart. Slide your bottom off the chair and hold yourself up with arms straight. While keeping your back close to the chair, slowly bend at the elbows and go as low as you can. Return to the starting position. Repeat the exercise 20 times.

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Office Daily Safety Message

Active Shooter Response

We don't want to think about an active shooter situation; however, it's important to be prepared. Although an active shooter is rare in the workplace, it does happen.

Below are tips from The Department of Homeland Security:

- **Run.** If you see someone with a gun or hear gunfire, run away as fast as possible if you have an accessible escape path – even if others around you don't want to follow. However, help others escape if you can. Leave all belongings behind. If law enforcement is on the scene when you get away, keep your hands visible above your head and follow instructions. Don't stop to move wounded victims.
- **Hide.** If you can't escape, find a place where the shooter is unlikely to find you. Find a room with a door and lock it. If it doesn't have a lock, barricade heavy furniture against the door. Silence all electronics and do your best to remain calm and quiet. Hide behind large items.
- **Fight.** DHS recommends confronting the shooter, but only as a last resort when you believe your life is in imminent danger. Act aggressively and throw items at the shooter or use an improvised weapon.

Remember, knowing how to react and reacting quickly can save your life!

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January 15, 2021

Office Daily Safety Message

Workplace Stress

The American Physiology Association has linked job stress to health problems, burnout, workplace accidents and more. As we get back into our routines in a new year, be proactive about your productivity and well-being this year, rather than reactive once your busy season or the end of the year comes around. Much like New Year resolutions, set your goals and boundaries at the beginning of the year and establish a plan for managing workplace stress. Mental health can have a significant impact on safety and performance.

Let's start this year Safety Strong!

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January 16, 2021

Office Daily Safety Message

Complacency

The term complacency has several definitions. Perhaps the one most suitable in the context of safety is as follows: “a feeling of quiet pleasure or security, often unaware of some potential danger, defect, or the like.” Ironically, this feeling can develop from a perception that you live and work in a safe environment. The message here is never let your guard down. We maintain our safety by doing just that, maintaining it.

Here are a few ways we maintain our safety:

- We maintain a safe workplace by following established protocols and procedures
- We have daily safety messages/meetings to discuss changes and potential hazards that develop from day to day
- We wear the proper PPE for the task at hand
- We report any and all perceived or potential hazards on the worksite or at the office to our supervisors
- We report all close calls and good catches. When reported we can collect information, identify hazards and trends
- We coach, mentor, and watch out for each other throughout the day
- We maintain awareness of our surroundings when in out in public
- We always have a plan for what could go wrong

What are some other ways that you avoid complacency when it comes to your safety?

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Office Daily Safety Message

Why Do We Have Safety Meetings?

Safety meetings are an opportunity for management and your safety department to communicate to employees how they can do their jobs safer and better. These meetings are also the perfect opportunity for employees to communicate any safety ideas or concerns that they may have. Participate in your safety meetings. If you don't participate, then your ideas will not be heard.

Who knows, the idea that you have may very well save your co-worker's life or even your own.

Many safety meetings have been moved to an online format due to COVID-19 precautions – still participate! Your voice can still be heard even if the setting has changed.

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January 18, 2021

Office Daily Safety Message

Vehicle Check-Up Part 1

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. 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.
- 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.
- Tires - traction is the key to good movement, turning and stopping 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 – Blades that streak should be replaced. Fill the washer reservoir bottle with a washer solvent.

Complete your vehicle check-up so that you are not left stranded on the side of the road!

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January 19, 2021

Office Daily Safety Message

Vehicle Check-Up Part 2

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.

Below are some suggested items to keep in your vehicle emergency kit during the winter months:

- 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
- Fully charged cellular phone

What are some other items that you think for this emergency kit?

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January 20, 2021

Office Daily Safety Message

Workout Wednesday – From Your Chair!

Rotating at the waist

Strengthen your core by rotating at the waist while remaining seated. Get into the proper position by sitting with your legs shoulder width apart and your knees bent over the edge of your chair.

It is almost like a wall sit position, but you are in your chair.

Rotate as far to the left as you can and hold for five seconds, then repeat on the right. Grab the backrest of your chair with your hands for extra support.
⇒ Complete five sets of five seconds on each side.

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January 21, 2021

Office Daily Safety Message

Keep Your Eye on the Ball

One of life's biggest lessons is to keep your eye on the ball. In other words, stay safety vigilant and safety focused in everything you do. Many good and /or bad things can occur around you each day, however you must stay safety focused on the task at hand.

Don't drop your guard when it comes to safety! There are many distractions in our workplace so we must remain safety focused by not letting anything distract us which may take our eyes off the ball!

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January 22, 2021

Office Daily Safety Message

Is there ever an excuse not to work safely?

Whether there are deadlines, people looking over our shoulders, or the weather is nasty, we want to take short cuts to get the job done quicker. All the pressures and temptations we face every day we should ask ourselves: "Is there ever an excuse not to work safely?"

Most workplace injuries are the result of people doing something that they knew was wrong by either taking a short cut or by being distracted. They may have thought it was okay to break the rule just once.

If you think what you are about to do is unsafe, it probably is. Stop and think about it.

Is there ever an excuse not to work safely?

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January 23, 2021

Office Daily Safety Message

Safety Responsibility

Every person is the architect of their own fortune, good or bad. Safe acts depend on the individual's acceptance of personal responsibility.

At a young age, we are taught to assume safety responsibilities, "look before you cross the street or playing with matches is dangerous." When safety responsibilities are shunned or rejected, someone must cope with the outcome. In safety, doctors, nurses, and funeral directors deal with the consequences of rejected responsibilities.

Our company has rules and procedures designed to spell out responsibilities for your safety in the workplace. The actual performance and adherence to these rules and procedures is your responsibility.

By accepting, practicing, and accepting safety responsibilities, you ensure your future both at home and on the job.

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January 24, 2021

Office Daily Safety Message

Cold Stress or Hypothermia

Most cases of cold stress or hypothermia develop in air temperatures between 30° and 50° F. Injuries range from frostbite to brain damage and death.

The effects of cold may not be apparent to the victim. The first symptoms of hypothermia are uncontrollable shivering. The heartbeat slows and pulse weakens, severe shaking or stiff muscles may become evident. The victim may have slurred speech, memory lapses, and drowsiness. Cool skin, slow and irregular breathing and exhaustion occur as the body temperature drops lower. This is a serious condition and requires immediate medical attention.

Frostbite can occur without hypothermia. You may feel a tingling in the affected part, followed by numbness and changes in skin color. Pain subsides as the condition worsens. Blisters may form. Get medical attention as soon as possible if you notice any of these symptoms in yourself or those around you.

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January 25, 2021

Office Daily Safety Message

Driving in Rainy Weather

During rainy conditions it is more difficult to see other vehicles, road signs, and the road itself. It is critical to make sure you can see and be seen.

- Slow down! It takes longer to stop or adjust in wet weather.
- Stay toward the middle lanes – water tends to pool in the outside lanes.
- Maintain proper following distance (at least 5 seconds, but more in inclement weather).
- Be more alert when driving in wet or slipper conditions. Watch out for brake lights in front of you.
- If you have your wipers on, you should have your headlights on. Also, be sure to clean your rear vehicle lights. Road Film along with dirt and mud will build up on the lights and cause the lights to be dim and harder for other drivers to see the lights.
- Replace old or brittle wipers.
- Never drive through moving water if you can't see the ground; your car could be swept off the road.
- If possible, stay off the road during heavy thunderstorms. Large flashes or lightning can temporarily blind and disorient drivers, and the accompanying high winds and heavy rain can create deadly driving conditions.

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January 26, 2021

Office Daily Safety Message

G.O.A.L. (Get Out and Look)

Before you drive, do you get out and look? Looking at the surroundings that are in the path of your vehicle can prevent you from hitting a stationary object. Anytime you will back a vehicle and you do not have a spotter, you should get out and look. Look for any objects in the path you will take during backing that may encounter the vehicle. Some examples are stumps, mailboxes, flowerbeds, junk in customer's yards, tree limbs, equipment and other vehicles to name a few.

Discuss with your workgroup what situations will present a need to get out and look and if possible, identify other objects your vehicle may encounter so that everyone will know additional hazards to look for.

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January 27, 2021

Office Daily Safety Message

Work-Out Wednesday – From Your Chair!

Calf Raises

Stand behind your chair, using the back of the chair for balance as needed.

Standing straight, raise your heels until you are on your toes. Hold for several seconds, lower your heels back down, and repeat. Do this 30 times in a row, or more if possible. I often suggest trying to do this for a minute straight, then taking a break and doing it for another minute.

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January 28, 2021

Office Daily Safety Message

SMITH Driving Keys

Most Entergy employees are familiar with the Smith Keys or have at least heard of them. Refreshing yourself on what the keys are is always important because we live in a world where so much knowledge and information is filtered to us daily. Below is an overview of the Smith Keys and the items to consider for each key. Always remember that giving yourself space, time and visibility when driving will help keep you safe.

- Aim High in Steering – Make sure look 15 seconds ahead of the vehicle, allowing yourself to see hazards and to make necessary adjustments ahead of time.
- Get the Big Picture – When driving, you want to ensure you have awareness all around your vehicle. Adapt your driving patterns or speed to the weather or your surroundings. Scan your mirrors every 5-8 seconds to ensure you are maintaining awareness.
- Keep Your Eyes Moving – When driving, your central vision is approximately 3 degrees of clear visibility and peripheral vision is 180 degrees of visibility. You should avoid fixed stares on objects by keeping your eyes moving and not resting on an object for more than 2 seconds. This will also help keep you alert to what is around your vehicle.
- Leave Yourself an Out – Create a space cushion between yourself and the vehicle ahead of you so that you have time and space to adjust if needed. When stopping, ensure you have space between you and the vehicle in front of you in case you are hit from behind.
- Make Sure They See You – Everyone should see you when you are driving, including other drivers and pedestrians. Seek eye contact with other drivers or pedestrians and use your vehicle's warning devices (horn, turn signals, lights, etc.) to ensure they have visibility of you. Proper timing of warning devices is essential.

These skills can be applied to your daily driving experiences to help you become the safest driver you can be!

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Office Daily Safety Message

Check Your Setup

Ergonomics has taken a hit recently due to the COVID-19 crisis. Ergonomics, or the tailoring of working environments to promote efficiency and wellness, is understandably not considered a priority when trying to manage operations during a pandemic. However, with many employees still working remotely, complications such as not having a dedicated office space or lacking the right equipment can have a big effect on an employee's ergonomic health.

Perhaps most evident in office work, properly configured desks, chairs, and even mouse pads can help employees not only stay productive, but also avoid detrimental and costly musculoskeletal disorders (MSDs) such as carpal tunnel syndrome and lower back injuries. According to the Occupational Safety and Health Administration (OSHA), work-related MSDs are, "among the most frequently reported causes of lost or restricted work time."

Employees should tailor their workspace so that they meet ergonomic standards – not just comfort. There is no "one-size-fits-all" solution, so employees are encouraged to seek resources to determine their requirements. The Mayo Clinic offers a [how-to guide](#) for some of the more simple solutions, such as monitor placement and chair height adjustment.

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Office Daily Safety Message

Distractions While Driving

Eliminating distractions both before and during driving is crucial for avoiding accidents. Below is a list of general distractions to avoid while driving.

By knowing what some common distractions are, it is easier to understand what to avoid before driving.

- Eating & Drinking while driving
- Talking on the phone or to passengers
- Listening to the radio
- GPS
- Pedestrians
- Traffic
- Wrecks
- Aggressive Drivers
- Billboard Signs

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Office Daily Safety Message

Watch for Deer While Driving

Each year, deer cause over 25,000 vehicle injury accidents and over 200 fatalities. Knowing what you can do to avoid being one of these statistics is important.

When you drive, you should always be alert. If you are driving at night, especially in areas where deer are populated, consider slowing down in case a deer were to jump out in front of you. Increase your following distance also so that you have time to respond if the car in front of you hits a deer.

Maintain a strong questioning attitude and utilize situational awareness.