

Safety Principle # 3

All employees are responsible for safety

March 2020

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March 1, 2020

Office Daily Safety Message

March is National Nutrition Month

National Nutrition Month is a time to promote the benefits of eating a healthy diet and actions we can take to make healthy living easier. Helping to gain access to healthy foods and encourage small changes to daily routines can make a big difference for overall health.

What changes will you make to your diet to make healthy living easier?

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March 2, 2020

Office Daily Safety Message

Why should I eat healthy?

- To lower your health risks
- To stay strong and active
- To manage your weight
- To set a positive example
- To save money
- To improve mood and mental health
- To improve your quality of sleep

What are your reasons for eating healthy?

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March 3, 2020

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Health Facts

- More than 1 in 3 adults and nearly 1 in 5 children or adolescents are obese
- Fewer than 1 in 3 adults get the recommended amount of vegetables each day
- Approximately 90% of Americans eat more sodium than is recommended for a healthy diet
- More than 23 million Americans, including 6.5 million children, live in food deserts. Food deserts are neighborhoods, cities, or towns that lack access to affordable fruits, vegetables, whole grains, and other foods that make up the full range of a healthy diet.
- Overweight adolescents have a 70% chance of becoming overweight or obese adults

Are you eating your 2 to 2.5 cups of vegetables a day?

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March 4, 2020

Office Daily Safety Message

“Work Out Wednesday”

10 things that happen to your body when you walk:

- You burn fat
- Boost your metabolism
- Strengthens your legs
- Helps with digestion
- Your body releases tension
- Increased intake of vitamin D
- Mental clarity
- Sleep better at night
- Strengthens your heart
- Better mood

Let's go for a walk! 10K a Day!

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Office Daily Safety Message

Prevention is the best way to ensure safety in the office.

- Keep desks neat and free from clutter.
- Keep the floors and aisles clear of electrical cords.
- Use surge protectors and cable ties to manage the wiring. Don't plug surge protectors into one another.
- If you must carry anything from one place to another, don't stack things up so high that you can't see directly in front of you. **ASK FOR ASSISTANCE.**
- Close desk or file cabinet drawers before walking away so others don't walk into them.

Name a few other prevention steps that will ensure safety in the office.

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March 6, 2020

Office Daily Safety Message

Exit Routes

What is an exit route? An exit route is a continuous and unobstructed path of exit travel from any point within a workplace to a place of safety.

Always know your exit route in an office setting and be sure to inform all visitors of exit routes.

An exit route consists of three parts:

- Exit access – portion of an exit route that leads to an exit
- Exit – portion of an exit route that is generally separated from other areas to provide a protected way of travel to the exit discharge
- Exit discharge – part of the exit route that leads directly outside or to a street, walkway, refuge area, public way, or open space with access to the outside.

Do you know your exit routes?

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March 7, 2020

Office Daily Safety Message

Daylight Savings Time

Daylight savings time begins Sunday, March 8th. Remember to set your clocks one hour ahead. It's time to spring forward.

Although it is just an hour, give your body enough time to adjust to the change. In some cases, the time shift can be dangerous. If your sleep cycle is out of whack, driving can be a bad idea. A study showed that fatal traffic accidents increase the Monday after time changes.

Stay Safety Strong in 2020.

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March 8, 2020

Office Daily Safety Message

Struck-by an Object

A struck-by hazard refers to an accident in which a worker is hit and injured by an object, tool, or equipment. Struck-by hazards are mostly related to improper material and equipment handling and poor housekeeping.

A common office injury is from workers being struck by an object. Filing cabinets pose a hazard if they are not shut when not in use. Large stacks of materials and heavy equipment can cause serious injuries if they are knocked over. It is important to store these items in a location where they will not fall if knocked over.

Remember, see something, say something!

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March 9, 2020

Office Daily Safety Message

On a phone call for an extended time or frequently?

Use a headset for prolonged or frequent phone use. Cradling the phone between your shoulder and ear can cause neck and back pain.

2020 should not be a pain in your neck, use the correct equipment!

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March 10, 2020

Office Daily Safety Message

Back Injuries

Back injuries can be painful and cause long term absenteeism or medical retirement. Demonstrating proper lift techniques and following procedure will help prevent these injuries.

Eight steps to lifting correctly:

1. Plan your lift. Know the weight of the item.
2. Ask for help if the load is too heavy or bulky
3. Get a firm footing
4. Bend your knees
5. Tighten your stomach muscles
6. Lift with your legs
7. Keep the load close to your body
8. Avoid twisting and turning your back

Planning is the KEY to lifting properly!

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March 11, 2020

Office Daily Safety Message

“Work Out Wednesday”

Stretching: 9 Benefits

1. Increases your flexibility
2. Increases your range of motion
3. Improves your performance in physical activities
4. Increases blood flow to your muscles
5. Improves your posture
6. Helps to heal and prevent back pain
7. Is great for stress relief
8. Can calm your mind
9. Helps decrease tension headaches

How are you doing with your 30/30? Remember 30 seconds of stretching for every 30 minutes of continuous work.

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Office Daily Safety Message

How far should a computer screen be from your face?

Adjust the monitor height so that the top of the screen is at or slightly below eye level. Your eyes should look slightly downward when viewing the middle of the screen. Position the monitor no closer than 20 inches from your eyes.

A good rule of thumb is an arm's length distance away.

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March 13, 2020

Office Daily Safety Message

The Four Routes of Entry of Hazardous Chemicals

Chemicals exist on virtually every single worksite. Many chemicals used on the job are hazardous to humans depending on how an individual encounters them as well as the amount of the chemical they are exposed to.

There are four ways a chemical or substance can enter the human body:

- Inhalation – this is the most common route of entry
- Absorption – getting chemicals on the skin or into the eyes
- Ingestion – chemicals that inadvertently get into the mouth and are swallowed
- Injection – though not common, injection into the body can occur

Eliminate chemicals or substitute a less hazardous chemical in place of a more hazardous chemical when possible. Know what to do in case of an emergency by reading your SDS book. If PPE is required for handling of chemical, make sure that all is available to those who are handling.

Be Safety Strong!

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March 14, 2020

Office Daily Safety Message

Inattention Blindness

Have you ever been sitting at a red light waiting for the light to turn green and before you realize it, the car behind you is honking at you to go because the light turned green and you missed it? This is a common phenomenon that occurs because of our busy world and distractions. No one is immune to distractions but there are steps we can take to ensure we are focused.

Inattention blindness is defined as a lack of attention that is not associated with any visual defects. We can work to overcome this by avoiding fixed or blank stares and by not focusing on an object for more than 2 seconds while driving.

Can you think of other examples of inattention blindness to discuss with your work group?

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Drivers and Pedestrians

Drivers and pedestrians alike share the responsibility of keeping themselves and others on the road safe.

Following a few safety tips and staying aware of your surroundings will keep you safe if you are a pedestrian:

- Walk in well-lit places
- Wear light clothing so you are visible
- Stay alert and focused
- Walk in safe places
- Avoid places after dark that have issues with crime
- Follow traffic rules
- Cross at sidewalks
- Do not stop to search for items in your purse or bag

Every day millions of people use various forms of transportation to get around.

At some point and time everyone is a pedestrian! Stay Safety Strong!

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March 16, 2020

Office Daily Safety Message

Checking Your First Aid Kits

We all check our First Aid Kits during our routine inspections for out of date items, but we also need to make sure it is filled with the correct items. A list of the standard can be found on the share point site.

<https://entergy.sharepoint.com/sites/projects/DistributionStandards/SitePages/Material%20Standards%20Home%20Page.aspx>

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March 17, 2020

Office Daily Safety Message

Spiders Hiding in Shoes

Did you know that your shoes are considered a safe hiding spot for spiders? According to the University of California, our Entergy service territory is in high range for brown recluse spiders.

These are not the only spiders that can harm you if bitten though. Here are a few tips to avoid being bitten:

- Before you put on your shoes, turn them upside down and shake them to allow any spiders that may be hiding inside to get out.
- Consider not storing shoes in your garage, where spiders are more likely to live.
- Visually inspect the inside of the shoe before putting on to ensure no spiders are inside.

The last thing anyone needs is to be bitten by one of these things when you least expect it!

Did you check your shoes before putting them on this morning?

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March 18, 2020

Office Daily Safety Message

“Work Out Wednesday”

Do I need electrolytes while I exercise?

When you sweat, you not only lose water, but also high concentrations of sodium and chloride. Electrolyte drinks are used to replace what you lose.

If you stay hydrated, eat a balanced diet, and workout less than 60 minutes a day, you can probably skip the sports drink.

Most people do not drink enough water throughout the day to start their workouts well hydrated. Make sure to drink enough water regardless of the situation.

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March 19, 2020

Office Daily Safety Message

Self-Care

Self-care is important to ensure that all parts of your body are functioning to the fullest potential to encourage maximum productivity and performance.

Below are 12 ways to start a self-care plan:

- Make sleep part of your self-care routine
- Take care of yourself by taking care of your gut
- Exercise daily as part of your self-care routine
- Eat right for self-care
- Say no to others, and say yes to your self-care
- Take a self-care trip
- Take a self-care break by getting outside
- Let a pet help you with your self-care
- Take care of yourself by getting organized
- Cook at home to care for yourself
- Read a book on self-care for self-care
- Schedule your self-care time, and guard that time with everything you have

Self-care needs to be something you actively plan, rather than something that just happens!

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March 20, 2020

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Electrical Hazards

Electrical hazards can be anything from a frayed electrical cord to bad wiring in the walls or even an exposed wire. There are many ways to prevent electrical hazards one of the best is to never over load an electrical socket or extension cord. If you find an exposed wire - Never Touch It.

Look around, do you see any electrical hazards in your work area?

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March 21, 2020

Office Daily Safety Message

Water Facts

Water is one of the most important substances on Earth. Plants, animals and people need water to survive. Water is important to our bodies and helps our bodies function correctly.

Some water facts you may not be aware of:

- Water makes up more than 60% of our body weight
- Lack of water is the number 1 reason for daytime fatigue
- A 2% drop in your body's water level can cause short term memory
- Water cleanses the body of toxins
- Water regulates the body's cooling system
- Water is a lubricant and cushions our joints

What does your hydration plan look like today?

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March 22, 2020

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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. Shoes can contribute to accidents, so it is important to ensure you are wearing the proper shoe for your work tasks.

Stay Safety Strong!

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March 23, 2020

Office Daily Safety Message

Office Emergency Action Safety Plan

Is your office emergency action safety plan posted in a common area for everyone to view?

An office emergency action safety plan will help to create a safer office for both employers and employees. Know and discuss your office plans in case of an emergency.

Does it need to be updated or refreshed? If so, take the time today to update or refresh. Tomorrow may be too late.

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March 24, 2020

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Steps to a Safer Office

A surprising number of hazards exist within office settings. Slips, trips and falls are the most common type of office injury. There are hazards in each office that present risk for slips, trips and falls.

Maintaining good office housekeeping is important to minimize clutter and keep workspaces free of hazards. Boxes, files and other office items can pose hazards if they are in walkways or under desks where your foot could come into contact and cause you to slip, trip or fall.

Stretching cords across walkways not only poses a tripping hazard but it could also pose an electrical hazard. Ensuring cords are properly secured and covered is also important. If you need to reach an item on a taller shelf, utilizing a step stool is important.

Standing on chairs presents a hazard because the chair is not designed to support the weight from standing on it.

Take the time to recognize all office hazards and then take the time to do something about them!

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March 25, 2020

Office Daily Safety Message

“Work Out Wednesday”

Stretch at your desk!

- Rubber Neck – Sit up tall and drop your right ear down towards your right shoulder and hold for a few seconds and repeat for left side.
- Reach for the Stars – Interlace your fingers and reach up towards the sky, as high as you can. Keep your palms facing up towards the ceiling.
- Look Around – Turn your head to the left and try looking over your shoulder. Hold for a few seconds, now repeat to the right.
- Bobblehead – Drop your chin down towards your chest and GENTLY roll your head from side to side.

Stretching, it does our bodies good!

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March 26, 2020

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

See something, say something!

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Proper Lighting

Proper lighting is needed to relax eye muscles. Eye strain is often caused by excessively bright light either from outdoor sunlight coming in through a window or from harsh interior lighting. Eliminate exterior light by closing shades or blinds. Reduce interior lighting by using fewer light bulbs or fluorescent tubes or use lower intensity bulbs or tubes. If possible, position your computer monitor so windows are to the side instead of in front or behind it.

How bright are your lights?

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March 28, 2020

Office Daily Safety Message

Yardwork – Spring is HERE!

Don't let yardwork become a pain in the neck. Whether you're an avid gardener or dread mowing the grass, you are susceptible to outdoor injury, including:

- Back injuries from heavy lifting
- Strained muscles from planting or raking
- Rotator cuff tendonitis from pruning hedges with heavy sheers
- Lower back pain from weeding

Stretching prior to any task is a great way to loosen up your muscles!

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Weekend Yardwork

Six tips to keep yardwork safe:

1. Prevent overuse injury – You may engage muscles during yardwork that you don't use daily, stretch prior to starting.
2. Lift properly – When lifting, remember lift with your legs and not with your back.
3. Wear gloves and protective clothing – Not only do gloves improve your grip on tools, they also provide protection from splinters, debris, and poison ivy.
4. Stay hydrated – When it is warm outside, it is easy to become dehydrated.
5. Wear sunscreen – Don't be deceived by a cloudy day!
6. Nix pesky bug bites – Mosquitos thrive in damp areas, so empty anything in your yard that contains standing water, such as gutters, pet water dishes, planters, buckets, pool covers, old tires, or birdbaths.

Relax and enjoy the outdoors.

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March 30, 2020

Office Daily Safety Message

Positive, Positive, Positive Thinking!

When starting to have negative thoughts, try the following remedies:

- Meditate or do yoga
- Smile
- Surround yourself with positive people
- Change the tone of your thoughts from negative to positive
- Don't play the victim. You create your life – take responsibility
- Help someone
- Remember that no one is perfect and let yourself move forward
- Sing
- List five things that you are grateful for right now
- Read positive quotes

Positive thinking is good for our mental health as well as our physical health.

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March 31, 2020

Office Daily Safety Message

Canned Air

Canned-air products are commonly used in offices to remove dust from computers or other electronics. When using this product, basic safety steps should be followed. These products should only be used in well ventilated areas and a non-flammable version should be used. Read the label on the can and ensure the item is updated on your building's Safety Data Sheet.

Stay Safety Strong.