

Safety Principle # 11
Safety is a condition of employment

November 2020

1 Day-light Savings Time	2 Drowsy Driving Prevention Week	3 Specific At-Risk Groups	4 Tips to Drive Alert	5 Are You at Risk?	6 Drowsy Driving Warning Signs	7 Adequate Sleep and Planning
8 Crashes and Fatalities	9 Importance of Sleep	10 Focus on the Road	11 WFH Wednesday - Communication	12 Fight the Flu	13 Always Use Machines and Tools Properly	14 Feeling Tired?
15 Home Heater Testing	16 Service Your Furnace	17 Office Safety-Prevention	18 WFH Wednesday – Squash the Sedentary	19 Always Stay Alert of Your Surroundings	20 Ensure Everyone Takes Regular Breaks	21 Protect Your Back
22 Prevent Slips, Trips, and Falls	23 Stress Management	24 Thanksgiving Safety Tips	25 Pet Safety Thanksgiving Tips	26 Happy Thanksgiving	27 Thanksgiving Food Safety	28 See Something, Say Something
29 Circle for Safety	30 Safely Walking to and From Parked Car					

Safety Principle # 11
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November 1, 2020

Office Daily Safety Message

Daylight Savings Time

Sunday, November 1st at 2:00 a.m., marks the end of daylight-saving time and we ceremoniously set back the time an hour on our clocks. The point is often lost on many of us, but traditionally daylight-saving time is supposed to save energy and enable us to take advantage of the daylight hours.

A more practical reason to acknowledge the end of daylight-saving time is it also provides the perfect opportunity for recurring safety checks.

Let us share with you six day-light saving safety tips:

1. Check Smoke and Carbon Monoxide Detectors
2. Change All Batteries in Your Home
3. Throw Away Expired Medications
4. Prepare a Winter Emergency Kit for Your Home
5. Prepare a Winter Emergency Kit for Your Car
6. Check Outside for Hazardous Material

Spend the extra hour of time to review the above safety tips, it's time well spent!

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Drowsy driving claims lives yet falling asleep at the wheel is preventable. Fatigue has costly effects on the safety, health, and quality of life of everyone.

Whether fatigue is caused by sleep restriction due to a new baby waking every couple of hours, a late or long shift at work, hanging out late with friends, or a long and monotonous drive for the holidays – the negative outcomes can be the same.

Drowsy Driving Prevention Week is November 1 - 8, sponsored by the National Sleep Foundation.

Here are a few more alarming facts:

- 100,000 crashes each year are caused by fatigued drivers
- 55% of drowsy driving crashes are caused by drivers less than 25 years old
- Being awake for 18 hours is equal to a blood alcohol concentration (BAC) of 0.08%, which is legally drunk and leaves you at equal risk for a crash

Pull over, take a nap, drink some caffeine ... **DO NOT DRIVE DROWSY!**

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November 3, 2020

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Specific At-Risk Groups

Although drowsy driving is a common problem that may arise situationally in any driver who is sleep deprived, certain groups are recognized to be at higher risk than others for habitual drowsy driving.

- Young people-especially males under age 26
- Shift workers and people with long work hours-working the night shift increases your risk by nearly 6 times; rotating-shift workers and people working more than 60 hours a week need to be particularly careful
- Commercial drivers-especially long-haul drivers – at least 15% of all heavy truck crashes involve fatigue
- People with undiagnosed or untreated disorders-people with untreated obstructive sleep apnea have been shown to have up to a seven times increased risk of falling asleep at the wheel
- Business travelers who spend many hours driving or may be jet lagged

When you gamble with safety, you can lose your life.

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November 4, 2020

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Tips to Drive Alert

In general, since all humans require sleep daily, any driver can succumb to fatigue or be at higher risk for experiencing a decrease of alertness or microsleep when they have not obtained adequate sleep (both in quality and quantity).

Here are a few tips:

1. Getting adequate sleep daily is the only true way to protect yourself against the risks of driving when you're drowsy. Experts urge consumers to make it a priority to get seven to eight hours of sleep per night.
2. Before the start of a long family car trip, get a good night's sleep, or you could put your entire family and others at risk.
3. Many teens do not get enough sleep at a stage in life when their biological need for sleep increases, which makes them vulnerable to the risk of drowsy-driving crashes, especially on longer trips. Advise your teens to delay driving until they're well-rested.
4. Avoid drinking any alcohol before driving. Consumption of alcohol interacts with sleepiness to increase drowsiness and impairment.
5. Always check your prescription and over-the-counter medication labels to see if drowsiness could result from their use.
6. If you take medications that could cause drowsiness as a side effect, use public transportation when possible.
7. If you drive, avoid driving during the peak sleepiness periods (midnight – 6 a.m. and late afternoon). If you must drive during the peak sleepiness periods, stay vigilant for signs of drowsiness, such as crossing over roadway lines or hitting a rumble strip, especially if you're driving alone.

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November 5, 2020

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Drowsy Driving: Are you at Risk?

Identifying with even one of the below risk factors makes you at least two times more susceptible to drowsy driving.

Before you drive, consider whether you are:

- Sleep-deprived or fatigued (6 hours of sleep or less triples your risk)
- Suffering from sleep loss (insomnia), poor quality sleep, or a sleep debt
- Driving long distances without proper rest breaks
- Driving through the night, mid-afternoon or when you would normally be asleep
- Taking sedating medications (antidepressants, cold tablets, antihistamines)
- Working more than 60 hours a week (increases your risk by 40%)
- Working more than one job and your main job involves shift work
- Drinking even small amounts of alcohol
- Driving alone or on a long, rural, dark or boring road

It is not a risk worth taking! Remain Safety Strong.

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November 6, 2020

Office Daily Safety Message

Drowsy Driving: The Warning Signs

Your eyelids droop and your head starts to nod. Yawning becomes almost constant and your vision seems blurry. You blink hard, focus your eyes and suddenly realize that you've veered onto the shoulder or into oncoming traffic for a moment and quickly straighten the wheel. This time you were lucky; next time you could become the latest victim of the tragedy of drowsy driving.

Here are some signs that should tell a driver to stop and rest:

- Difficulty focusing, frequent blinking, or heavy eyelids
- Daydreaming; wandering/disconnected thoughts
- Trouble remembering the last few miles driven; missing exits or traffic signs
- Yawning repeatedly or rubbing your eyes
- Trouble keeping your head up
- Drifting from your lane, tailgating, or hitting a shoulder rumble strip
- Feeling restless and irritable

Eliminate this hazard – DON'T DRIVE DROWSY!

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November 7, 2020

Office Daily Safety Message

Adequate Sleep and Planning

Before hitting the road, drivers should:

- Get a good night's sleep. While this varies from individual to individual, sleep experts recommend between 7-9 hours of sleep per night for adults and 8 1/2-9 1/2 for teens.
- Plan to drive long trips with a companion. Passengers can help look for early warning signs of fatigue or switch drivers when needed. Passengers should stay awake to talk to the driver.
- Schedule regular stops, every 100 miles or two hours.
- Avoid alcohol and medications (over-the-counter and prescribed) that may impair performance. Alcohol interacts with fatigue, increasing its effects — just like drinking on an empty stomach.
- Consult their physicians or a local sleep disorders center for diagnosis and treatment if they suffer frequent daytime sleepiness, often have difficulty sleeping at night, and/or snore loudly every night.

You drive lousy when you're drowsy!

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November 8, 2020

Office Daily Safety Message

Crashes and Fatalities

Sleepiness can result in crashes at any time of the day or night. There are three factors most commonly associated with drowsy driving crashes.

1. Occur most frequently between midnight and 6 a.m., or in the late afternoon. At both times of the day, people experience dips in their circadian rhythm – the human body's internal clock that regulates sleep
2. Often involve only a single driver (and no passengers) running off the road at a high rate of speed with no evidence of braking
3. Frequently occur on rural roads and highways

Few facts from the National Sleep Foundation

- 1 out of 10 drivers have fallen asleep at the wheel in the past year
- 1 out of 8 crashes that require hospitalization is due to drowsy driving
- 1 out of 6 deadly traffic accidents is a direct result of drowsy driving

These are alarming facts! Remain Safety Strong and don't drive drowsy!

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November 9, 2020

Office Daily Safety Message

Importance of Sleep

To understand the importance of sleep in your life, realize that sleep is a biological need without which the body cannot survive.

- Sleep: As important as diet and exercise, only easier!
- Be good to yourself and make time for sleep. Experts recommend 8.5-9.5 hours of sleep for teens and many young adults, and 7-9 hours for adults.
- When a person doesn't get enough sleep, a "sleep debt" accumulates that must be repaid—often at unexpected times, such as behind the wheel of a car.
- Sleep is a necessity, not a luxury. A good night's sleep should be a regular part of everyone's daily schedule.
- Sleep affects every part of one's life, including health, safety, mood, learning, appearance, relationships and productivity.
- Sleep is as vital to our well-being as food and water, yet many put it last on their list of priorities.
- Sleep represents a third of our lives and it has a tremendous impact on how we live, function, perform, and think during the other two thirds of our lives.
- Learn to recognize sleep problems. Problems sleeping or daytime sleepiness can signal a sleep disorder, which usually can be treated, or another medical condition. Talk to your doctor.

Make sleep a priority to remain Safety Strong.

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November 10, 2020

Office Daily Safety Message

Focus on the Road

In order to help keep your focus on the road while you're driving, take a minute to adjust your vehicle settings such as climate control, GPS, sound systems, mirrors, seats, etc. before you begin to drive.

Remember, make those adjustments prior to placing the vehicle into DRIVE!

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November 11, 2019

Office Daily Safety Message

Work From Home Wednesday – Communication

Stay connected with others while continuing to work remotely. Decide what communication channels are the most valuable and use them to stay in touch. Conference calls can help bring teams together. One-on-one calls with individual employees can reveal struggles they might be having in their new workspace. Don't feel pressured to get right to business during meetings – take a little time to catch up.

Working from home can create a sense of isolation for some employees. Others may find it challenging to share a workspace with family, pets, or roommates. Encourage employees to sit down and talk with their families. Have them explain their work from home situation and when they will be available. For younger children, using colored cards can help them understand when parents are – or aren't – available. A green card welcomes them into the workspace. A red card shows them that they need to wait.

Communication is key to success!

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November 12, 2020

Office Daily Safety Message

Flu Season

The Centers for Disease Control and Prevention (CDC) reminds everyone to “Take 3 Actions to Fight Flu.”

Flu is a serious contagious disease that can lead to hospitalization and even death.

CDC urges you to take the following actions to protect yourself and others from the flu:

1. Take time to get a flu vaccine – CDC recommends a yearly flu vaccine as the first and most important step in protecting against flu viruses
2. Take everyday prevention actions to stop the spread of germs – Try to avoid close contact with sick people and wash your hands often with soap and water
3. Take flu antiviral drugs if your doctor prescribes them – Antiviral drugs are different from antibiotics and can make the illness milder and shorten the time you are sick

Fight the flu to remain Safety Strong this flu season!

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November 13, 2020

Office Daily Safety Message

Always Use Machines and Tools Properly

Anytime staff members are working with tools and equipment, it's vital they use them properly and never take shortcuts. Shortcuts are one of the primary causes of injuries in the office. For instance, employees shouldn't use a chair as a ladder or one tool instead of another for a job. Using the right tools every time will reduce the overall likelihood of injuries.

Use the right machine or tool for the job every time!

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November 14, 2020

Office Daily Safety Message

Feeling Tired?

Fatigue is one of the biggest traps we can face and not recognize until it's too late. If you are working more overtime or spending more time traveling, please ensure that sleep and a balanced diet are at the top of your priority list.

Don't let fatigue become your safety enemy!

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November 15, 2020

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Home Heaters as Temps Drop

We typically start to see consistently lower temperatures this time of year. Before it gets too chilly, make sure you turn your heater on and test it to make sure it is working properly. If it seems weak or does not work, call a professional. You would hate to get stuck with a broken heater the first time temps drop to freezing!

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November 16, 2020

Office Daily Safety Message

Service your Furnace!

After checking your home's heater, be sure to have your home's furnace inspected after a long off season. Keep fire in it's place by using a fireplace screen. Never leave a burning fire unattended and be sure a fireplace fire is completely out before leaving the house or going to bed.

As we move into the holiday season, cooler temps, and vacation mindsets, it's always better to be safe than sorry when it comes to your home and your family's safety!

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November 17, 2020

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Prevention is the best way to ensure safety in the office—any 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.
- 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 or at home.

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November 18, 2020

Office Daily Safety Message

Work From Home Wednesday – Squash the Sedentary!

We can all fall victim to the sedentary lifestyle that working from home invites. While we try to manage our and work/life balance by staying focused during the “workday,” it is also important to remember to MOVE! Here are some easy tips that can be added to your busy work routine:

- Stand or walk during phone calls
- Eat lunch away from your desk and work area
- Walk during lunch breaks and down times
- Stretch at your desk every 30 minutes
- Add adjustable working stations so you can work both standing up and seated
- Add more short or “micro” breaks during your day
- Agree on a maximum amount of time for exposure to sedentary work

What will you do to eliminate sedentary tendencies??

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November 19, 2020

Office Daily Safety Message

Always Stay Aware of Your Surroundings

Many on-the-job injuries result from complacency. If a task becomes routine, it can be easy to stop actively thinking about safety. Home is probably the most familiar environment we have, but employees might not be used to having safety top of mind at home like they are in the office. Throw in distractions such as pets, kids, or partners also working from home, and it's no mystery why some experts expect work comp claims to increase with remote work.

Safety risks in the home can put employees – and their family members – in harm's way.

It is important to stay aware of your surroundings while working from home. If possible, an employee's work area should be in a room with a closed door to avoid distractions. Plan to set aside time each week to check your work area.

Best practices include:

- Have a fire extinguisher and fire exit plan for the household
- Prevent electrical hazards by keeping desks clear of open liquid containers, like coffee or tea
- Dispose of trash at the end of each day

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November 20, 2020

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Ensure Everyone Takes Regular Breaks

Many work-related illnesses and injuries happen because a worker is burned out, tired, or unaware of their surroundings. The best way to avoid this inherent hazard is to ensure everyone takes their regular breaks. Breaks ensure everyone stays fresh and observant.

Here are a few tips for finding time for breaks:

- Schedule your breaks – treat a break like you would treat any other item on your agenda, add it to your to-do list
- Make having a break a habit – get in the habit of performing your 30 for 30, get others around you involved
- Set a timer – when you are concentrating on a big project or just cannot see the end in sight, set a timer as a reminder
- Find a break buddy – socializing is one of the best ways to refresh your brain and gets you ready to make it through the rest of the workday. This could be a partner working from home or a phone call from a friend.

Don't forget to take a break!

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November 21, 2020

Office Daily Safety Message

Protect Your Back by Using the Correct Posture

Whether your work environment is in an office, at home, or in the field, it's important to protect your back and use correct posture. Posture is the way you hold your body while standing, sitting, or performing tasks like lifting, bending, pulling, or reaching.

Good posture not only protects you against back pain, it also improves your overall health and appearance by making sure that your vertebrae are correctly aligned. Using correct posture means picking things up using the correct form and avoiding twisting and stooping.

Poor posture, on the other hand, promotes back pain and can affect the position and function of your abdominal organs, inhibit breathing and oxygen intake, and cause headaches. It may also affect your mood due to not feeling well.

How is your posture?

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Office Daily Safety Message

Prevent Slips, Trips, and Falls

Slips, trips and falls are some of the most common types of workplace injuries. When employees are working from home, the environment doesn't have the safety standards that are in place at the office. Employees are at risk of tripping over household objects like toys, slipping on water spilled from the dog's bowl, or even falling down the stairs. These tips can help prevent slips, trips and falls:

- Prevent slips by wearing proper footwear, even inside your home – avoid slippery socks. Clean up spills, as well as mud or water tracked in on shoes, immediately.
- To prevent trips, keep the walkways in your home clear of clutter. Keep your house well-lit and make sure cords are safely secured. Avoid distractions, like your phone, while walking.
- Prevent falls down stairs by always turning on the lights and using a handrail when going up or down stairs. Avoid trying to carry too much – leave one hand free to catch yourself if you stumble.

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November 23, 2020

Office Daily Safety Message

Seven Ways to Manage Stress during the Holidays

Family, friends, fun, and food, holidays can be the best of times. These times may also be very stressful, full of demands and deadlines.

Here are some tips to help cope:

1. Get Physical – take a brisk walk or be physically active in another way, even a 10-minute walk can help
2. Be Part of the Solution – use problem-solving skills during conflict
3. Learn to Relax – discover relaxation and mindfulness skills
4. Express Yourself – keeping your thoughts bottled up can increase stress
5. Manage Your Time – list what needs to get done, make plans for addressing issues, and stick to the plan as best you can
6. Use Positive Power – stress often is associated with negative, self-critical thinking. Focus your attention on positive thoughts about yourself and others
7. Enjoy Yourself – despite extra pressures from deadlines and schedules, plan something that you enjoy

Be Safety Strong for yourself and your family!

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November 24, 2020

Office Daily Safety Message

Thanksgiving Safety Tips

For most, the kitchen is the heart of the home, especially during the holidays. From testing family recipes to decorating cakes and cookies, everyone enjoys being part of the preparations. Keeping fire safety at the top of everyone's mind during this joyous but hectic time is important. As you start preparing your holiday schedule, remember to follow a few simple safety tips:

1. Stay in the kitchen when you are cooking on the stove or in the oven
2. Stay in the home when cooking your turkey or ham, and check on it frequently
3. Keep children at least 3 feet away from the stove
4. Make sure children stay away from hot food and liquids as these can cause serious burns
5. Keep knives out of the reach of children
6. Be sure electric cords from an electric knife, coffee maker, plate warmer, or mixer are not dangling off the counter
7. Keep matches and utility lighters out of the reach of children
8. Never leave children alone in a room with a lit candle
9. Keep the floor clear so you or your guest do not trip over toys, purses, or shoes
10. Make sure your smoke alarms are working

Remain Safety Strong throughout this holiday season.

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November 25, 2020

Office Daily Safety Message

Thanksgiving Safety Tips for Your Pet

Thanksgiving is a time for friends, family, and holiday feasts. It is also a time for possible distress for our animal companions. Pets won't be so thankful if they munch on undercooked turkey or a pet-unfriendly floral arrangement or if they stumble upon an unattended alcoholic drink.

Here are a few safety tips for your pet:

- Talkin' Turkey – If you decide to feed your pet a small bite of turkey, make sure it's boneless and well-cooked.
- No Bread Dough – When a dog or cat ingests raw bread dough, the yeast continues to convert the sugars in the dough to carbon dioxide gas and alcohol.
- Don't Let Them Eat Cake - Keep your pet's nose out of the batter especially if it includes raw eggs that could contain salmonella bacteria.
- A Feast Fit for a King – While your family enjoys a special meal, give your pet a small feast of their own. Offer them a made for pet chew bone.

Here's to a Happy Thanksgiving to all pets!

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November 26, 2020

Office Daily Safety Message

HAPPY THANKSGIVING

From our family to your family, have a wonderful Thanksgiving Day filled with laughter and memories.

As always be Safety Strong!

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November 27, 2020

Office Daily Safety Message

5 Food Safety Rules for Thanksgiving Leftovers

1. The two-hour rule.

Because keeping hot foods hot and cold foods cold slows spoilage, it's safest to refrigerate, freeze, or thoroughly reheat any food that has been sitting out at room temperature for up to two hours—and to discard leftovers that have been left out longer than that.

2. The smaller-is-better rule.

Before storing leftovers, it's wise to slice up any big hunks of meat, remove stuffing from the bird, and divvy up large quantities among several shallow airtight containers or zip-top plastic bags. Storing in smaller portions allows the food to chill more quickly and evenly, helps avoid overheating your fridge, and lets you take out only as much as you need for those midnight sandwiches.

3. The three-day/four-month rule.

Most leftovers will keep three or four days in the fridge or up to four months in the freezer. (Technically, your turkey leftovers could stay in the freezer until next year's Thanksgiving dinner, but they likely wouldn't taste great. Many foods lose flavor, moisture, and texture after the first few months in the freezer.) Freezing sliced turkey with gravy will help it retain moisture.

4. The “leftover leftovers” rule.

If you nuked a little too much turkey or you just couldn't eat all the enchiladas you made with that leftover pumpkin, not to worry. You can stick any leftover leftovers back in the fridge or freezer within two hours of their last thorough heating. In fact, leftovers can be reheated and re-chilled as many times as you'd like within four days of their initial cooking. Just know that they'll lose a little moisture with each hot/cold cycle.

5. The reheat-it-right rules.

Most refrigerated leftovers can be reheated in shallow covered baking dishes in a 350°F oven or in covered pans over medium heat on the stovetop. Just stir occasionally and add a little broth or water to remoisten and prevent scorching. For speedier reheating, you can zap leftovers in a covered dish in the microwave, rotating the dish and stirring occasionally, until heated through. Whichever way you choose, the internal temp you're going for is a steamy 165°F.

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November 28, 2020

Office Daily Safety Message

See Something, Say Something

Thanksgiving is over and the holiday season is instantly upon us. As more and more people begin to order gifts for loved ones or holiday decorations, the risk of package theft or “porch pirates” can increase. If you notice suspicious activity in your neighborhood, speak up. Coordinate with your neighbors to look out for each other’s deliveries if one of you is out of town. As always, if you see something, say something.

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November 29, 2020

Office Daily Safety Message

Circle for Safety Walk

We can all do this!

Most Entergy employees are familiar with or have heard of the Circle for Safety Walk. Do you know why we perform it? There are hazards that exist that can be mitigated or eliminated by conducting a proper Circle for Safety Walk.

Let's start our Circle for Safety Walk:

- Walk around the entire vehicle and look for anything that may be a hazard or become hazardous when you move.
- Examples are tree limbs, flat or low tires, damage to the vehicle, people near or behind the vehicle, stationary objects in the vehicle's path that you may hit and glass to name a few.

Can you come up with additional items that you may encounter while conducting your Circle for Safety?

Safety Principle # 11
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November 30, 2020

Office Daily Safety Message

Let the Holiday Shopping Begin!

When you walk to or from your parked car, 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.

Stay safe this shopping season!