

Safety Principle # 10**Employees must be trained to safely perform all assigned tasks and accountable for applying these skills on the job****October 2020**

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Safety Principle # 10

Employees must be trained to safely perform all assigned tasks and accountable for applying these skills on the job

October 1, 2020

Office Daily Safety Message

National Crime Prevention Month

Identity Theft, a Growing Epidemic

Identity theft occurs when someone wrongfully uses your personal identification to obtain credit, loans, services, even rentals and mortgages in your name.

Information can be stolen from a consumer in a variety of ways including:

- Going through your mail or trash to take pre-approved credit card offers
- Discarded receipts or other personal information
- Stealing your purse or wallet
- Calling you over the phone posing as a solicitor in order to gain personal information including date of birth and social security number
- Looking over your shoulder at an ATM while you are accessing your account in order to steal your password or pin number

Avoid becoming a victim, check your credit report as soon as you suspect something may be wrong!

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October 2, 2020

Office Daily Safety Message

National Crime Prevention Month

Smart Phone Users BEWARE!

Police departments nationwide are reporting an increase in snatching of electronic devices from individuals who carry their smart phone in their hands. Most of these individuals are not paying attention to their surroundings, listening to music, or texting while walking.

Police recommend:

- Keep your phones on your person/coat or jacket, don't display when not in use especially while using mass transit. Use a hands-free device.
- Change the color of your earphones from white to any other color. The white earphones indicate that you have an I-Phone which thieves are targeting and can see from a distance.
- Password protect your device. Download apps to your device that can help the police locate your device in the event of theft.

Be Safety Strong when using your smart phones and always remember "eyes on path" and "don't text and drive."

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October 3, 2020

Office Daily Safety Message

Safe Seating

Employees should always keep one foot on the floor while seated. Always avoid leaning sideways from a chair to pick up objects on the floor. Remember to keep all chair legs on the floor. You should not lean back in a straight chair or lean back excessively in a tilting chair, as they could lose their balance and fall.

Employees shall not sit with your feet up on another surface such as a desk or table.

Remain Safety Strong by following safe seating rules.

Safety Principle # 10

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October 4, 2020

Office Daily Safety Message

Fire Prevention Week

“Not Every Hero Wears a Cape. Plan and Practice Your Escape!”

Did you know, in a typical home fire, you may have as little as one to two minutes to escape safely from the time the smoke alarm sounds? Escape planning and practice can help you make the most of the time you have, giving everyone enough time to get out.

Plan ahead for your escape and practice today! It is a matter of life or death!

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October 5, 2020

Office Daily Safety Message

Importance of Fire Prevention

In a fire, mere seconds can mean the difference between a safe escape and a tragedy. Fire safety education is not just for school children. Teenagers, adults, and the elderly are also at risk in fires, making it important for every member of the community to take some time every October during Fire Prevention Week to make sure they understand how to stay Safety Strong in the event of a fire.

Safety Principle # 10

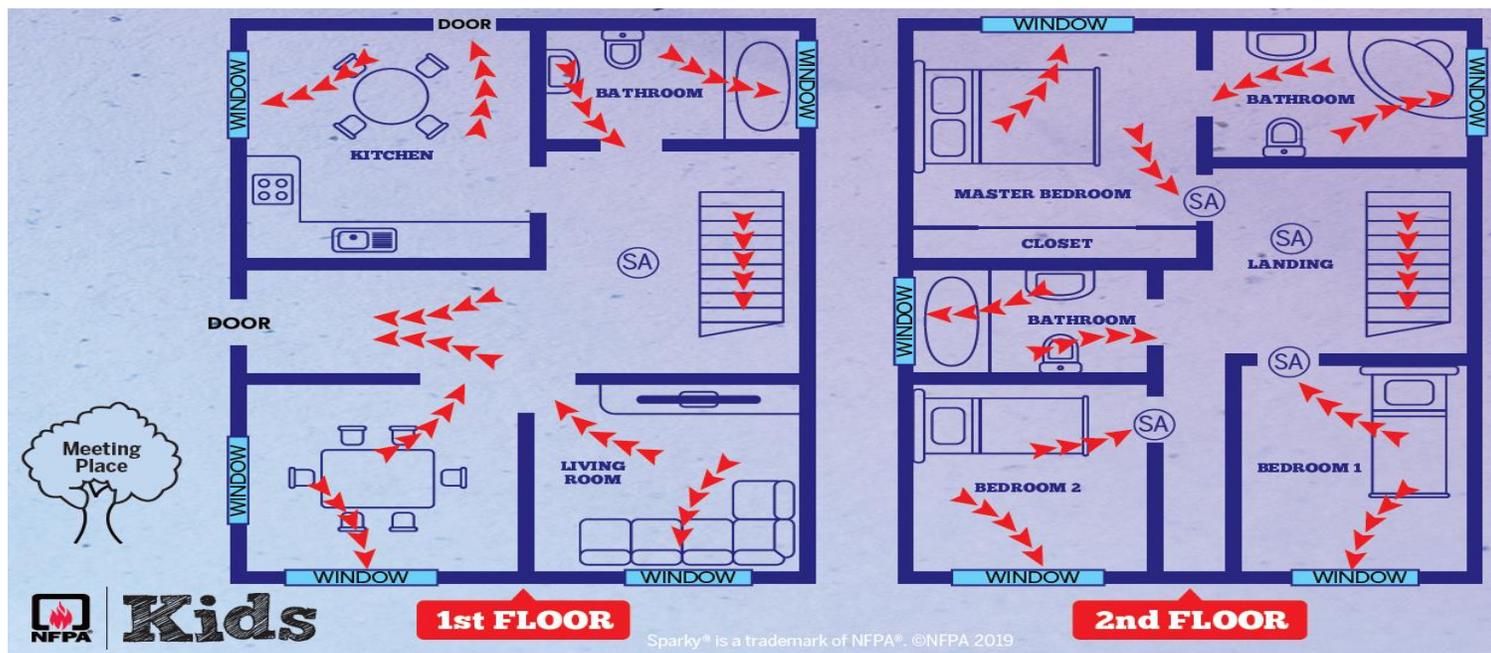
Employees must be trained to safely perform all assigned tasks and accountable for applying these skills on the job

October 6, 2020

Office Daily Safety Message

How to Make a Home Fire Escape Plan

- Draw a map of your home. Show all doors and windows.
- Visit each room. Find two ways out.
- All windows and doors should open easily. You should be able to use them to get outside.
- Make sure your home has smoke alarms. Push the test button to make sure each alarm is working.
- Pick a meeting place outside. It should be in front of your home. Everyone will meet at the meeting place.
- Make sure your house or building number can be seen from the street.
- Talk about your plan with everyone in your home.
- Learn the emergency phone number for your fire department.
- Practice your home fire drill!
- Make your own home fire escape. Below is an example:



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October 7, 2020

Office Daily Safety Message

Smoke Alarms Save Lives

Smoke alarms that are properly installed and maintained play a vital role in reducing fire deaths and injuries. If there is a fire in your home, smoke spreads fast and you need smoke alarms to give you time to get out.

Here's what you need to know about smoke alarms!

- A closed door may slow the spread of smoke, heat, and fire. Install smoke alarms in every sleeping room and outside each separate sleeping area. Install alarms on every level of the home.
- Smoke alarms should be interconnected. When one sounds, they all sound.
- Large homes may need extra smoke alarms.
- Test your smoke alarms at least once a month.
- When a smoke alarm sounds, get outside and stay outside.
- Replace all smoke alarms in your home every 10 years.

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October 8, 2020

Office Daily Safety Message

Cooking and Home Fires

Cooking is the leading cause of home fires and home fire injuries. The leading reason of fires in the kitchen is unattended cooking. Thanksgiving is the leading day for fires involving cooking equipment.

Here are a few tips to avoid a mishap:

- Stay in the kitchen when you are frying, boiling, grilling, or broiling food.
- If you are simmering, baking, or roasting food, check it regularly and stay in the home.
- Keep anything that can catch fire away from your stovetop.

What other tips can you come up with to help stay Safety Strong to avoid cooking fires?

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October 9, 2020

Office Daily Safety Message

Heating Equipment and Fires

Heating equipment is one of the leading causes of home fires during the winter months.

Here are a few facts:

- Space heaters are the type of equipment most often involved in home heating equipment fires.
- All heaters need space. Keep anything that can burn at least three feet away from heating equipment.
- Have a three foot “kid-free zone” around open fires and space heaters.
- Purchase and use only portable space heaters listed by a qualified testing laboratory.
- Have a qualified professional install heating equipment.
- Maintain heating equipment and chimneys by having them cleaned and inspected by a qualified professional at least once a year.

Remain Safety Strong by taking precautions around heating equipment this winter.

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October 10, 2020

Office Daily Safety Message

Help Firefighters Help Your Pets

Here are a few suggestions from the American Red Cross when it comes to keeping our pets safe in the event of a house fire:

- Keep your pets near entrances when away from home where firefighters can easily find them.
- Keep collars on pets and leashes ready at hand in case firefighters need to rescue your pets.
- Affix a pet alert window cling, write down the number of pets inside of your house, and attach the static cling to a front window. This critical information saves rescuers time when locating your pets.

Our pets are family, help keep them Safety Strong.

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October 11, 2020

Office Daily Safety Message

Following Safety Rules

Making the decision to follow every single safety rule or procedure does not come natural to us. We constantly must work towards making the right decisions every single day. Many times, individuals find ways to rationalize reasons for not working safe. It is important for each of us to recognize this error trap and address it when it arises.

Fight the urge to make the easy decision by being someone who follows the rules and helps to reinforce safe work rules and practices.

We are Safety Strong!

Safety Principle # 10

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October 12, 2020

Office Daily Safety Message

National Crime Prevention Month

Home Safety

Have your keys ready before you get to the door of your home. Look back before entering your building or home. If you live in an apartment, close the lobby door behind you, especially if a stranger is approaching. Do not hold the door open for strangers. Make all visitors and delivery persons use the doorbell.

When placing your name on mailboxes or on your doorbell, use only your last name, e.g., The Smiths.

When recording an outgoing message on your answering machine, avoid leaving your name, phone number, or a message that indicates you are not home. A good message is "We are unable to come to the phone, please leave a message." Say it with confidence.

Safety Principle # 10

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October 13, 2020

Office Daily Safety Message

Feeling Increased Fatigue?

Here are some tips to decrease fatigue and increase comfort with office ergonomics that can easily be applied at home:

1. Make sure that the weight of your arms is always supported. If your arms are not supported, the muscles of your neck and shoulders will be fatigued by the end of the day.
2. Watch your head position and try to keep the weight of your head directly above the neck. Don't "crane" your head and neck forward.
3. Don't be a slouch. Slouching puts more pressure on the discs and vertebrae of your back.
4. Your 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.
5. Talking on the phone with the phone receiver jammed between the neck and ear is bad practice. Don't do it!
6. The keyboard and the mouse should be close enough to prevent excessive reaching with strains the shoulders and arms.
7. Avoid eye strain by making sure that your monitor is not too close. It should be at least an arm's length away.
8. Take steps to control screen glare and make sure that the monitor is not placed in front of a window or a bright background.
9. Rest your eyes periodically for several seconds by looking at objects at a distance to give your eyes a break.
10. Your 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.

Safety Principle # 10

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October 14, 2020

Office Daily Safety Message

“Work-From-Home Wednesday”

Get Ready for the Day

Take the time to go about your normal morning routine and get dressed for the day. If you normally go to the gym, supplement your routine with bodyweight exercises or strength training.

Designate your work [from home] clothes, even if they're more comfortable than your typical office attire. Put your shoes on and prepare for the day!

Implementing a routine and going through the practice of “getting ready” for work can help put you in a more productive mindset.

What other ways can you think of to get yourself ready for a successful day?

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October 15, 2020

Office Daily Safety Message

National Crime Prevention Month

Driver Safety

Below are a few tips on driver safety:

- Keep your car in good running condition. Make sure there is enough gas to get where you are going and back. Especially now that we are not commuting as often, we are not always aware of our vehicle's readiness status.
- Turn the ignition off and take your car keys with you, even if you just must run inside for one minute.
- Roll up the windows and lock car doors, even if you are coming right back. Check inside and out before getting in.
- Avoid parking in isolated areas. If you are uncomfortable, ask a security guard or store staff to watch you or escort you to your car.
- Drive to the nearest gas station, open business, or other well-lit, crowded area to get help if you think you are being followed. Do not head home.
- Use your cell phone to call the police if you are being following or you have seen or been involved in an accident.
- Don't pick up hitchhikers.

What other driver safety tips can you share with your group?

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October 16, 2020

Office Daily Safety Message

Extension Cords

Extension cords are such a common item in the workplace and in the home, that many people take them for granted and fail to realize they can be hazardous if used improperly. In order to prevent accidents, employees should start by choosing the right extension cord for the job.

- Extension cords are considered temporary wiring and are intended only for temporary use.
- The extension cord chosen will depend on whether it is being used indoors or outdoors and the length needed. Do not use indoor cords outside. Do not plug one cord into another to make it longer; use a cord of the right length.
- The choice of extension cord might also depend on conditions of use, such as whether it will be used in areas where there is moisture, heat or chemicals. If so, select cords specially constructed to resist these conditions.
- The gauge and length of an extension cord indicate the maximum wattage of equipment the cord can power. Check the label on extension cords to determine proper application.

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October 17, 2020

Office Daily Safety Message

Be a Positive Safety Influence

We do not always have the power to make the rules that are put in place, but we do have the power to choose how we react to any changes. If you choose to have a positive attitude towards new changes -- even if you do not agree with them -- those around you will be more likely to follow suit. When negative attitudes, words, actions, etc. are allowed to make their way into the workplace, it can spread rapidly.

Safety positivity is contagious. Pass it on and remain Safety Strong.

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October 18, 2020

Office Daily Safety Message

Keep Your Hands Clean

No matter what type of environment you work in, keeping your hands clean is critical to workplace health and safety. Especially right now, proper hand hygiene is critical to avoid getting sick and spreading germs to others.

Key times to wash your hands in the workplace include:

- Food – Before eating; before, during, and after food preparation
- Injury – Before and after treating your own or someone else's injury
- Illness – After coughing, blowing your nose, or sneezing; before or after assisting someone who is ill
- Personal hygiene – After using the toilet
- Contact with waste – After touching or taking out the garbage

Yes, there are many other workplace-specific circumstances that apply. An extra hand wash will not hurt at all!

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October 19, 2020

Office Daily Safety Message

National Crime Prevention Month

Four Ways to Increase Your Personal Safety

1. Reduce or eliminate opportunities that may make you a target.
 - Travel in groups, there is always safety in numbers.
 - Walk with your head upright and make eye contact. Thieves often target victims who are not paying attention to their surroundings.
2. Increase awareness in places where you are most comfortable.
 - Pay attention to your surroundings when using electronics in public and don't tune yourself out.
 - Stay in well lit, populated pathways, and avoid shortcuts.
3. Trust your instincts even if you feel embarrassed.
 - Be aware of your surroundings always and trust your instincts.
 - Avoid traveling through parks after dark.
4. Prepare your schedule daily with safety in mind.
 - Whether at home or at work, safety must always come first.

Be Safety Strong always for yourself, your family, and your friends.

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October 20, 2020

Office Daily Safety Message

Occupational Fatigue

You started the day full of energy. Work wasn't a problem and you were more productive than you have ever been. This should last throughout the day, right? It is now 3:00PM and you are starting to slump. You may even be slumping before lunch. You reach for the cakes or sweet, just something to give you a quick burst of energy. You may be suffering from office fatigue – yes, even at home.

Office fatigue can be dangerous. Your risk of injury increases, and you are more likely to suffer illnesses due to drowsiness. The body gets the message that you need to rest, and your immune system is not working effectively.

Do your body some good, get some rest. Find ways to relax such as taking a walk or by listening to soothing music.

What are ways can you combat office fatigue?

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October 21, 2020

Office Daily Safety Message

“Work-From-Home Wednesday”

Working with a Partner

When you and your partner both find yourselves working from home all day, communication is a MUST.

1. Discuss each of your working styles and decide if you want to take breaks together or each stick to your own schedule.
2. Let your partner know if you prefer office-like “chit chat” during the day, or if you prefer to work in silence.
3. Discuss how daily schedules may vary.
4. Check in and see how you can help each other.

Safety Principle # 10

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October 22, 2020

Office Daily Safety Message

Home Office Housekeeping

Aside from the accident prevention benefits, good housekeeping contributes to efficient performance. Especially while out of our normal work environment, it is important to keep workstations clear and organized. When supplies and materials are returned to the proper place after use, they are easier to find.

The following suggestions are offered for good housekeeping:

1. Wipe up spills and pick up all objects that should not be on the floor
2. Keep work areas and storage areas clean, neat, and orderly
3. All walkways ways should always be kept clear
4. When stacking materials, make sure the base is level and firm
5. Lay extension cords in such a way as to minimize tripping
6. All discarded material should be disposed of immediately in order to avoid tripping hazards

Good Housekeeping = Safety Strong

Safety Principle # 10

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October 23, 2020

Office Daily Safety Message

Three-Way Communication

Three-way communication can be very effective in validating the message being sent between the sender and receiver reducing the chance of a mistake occurring during a work task.

How three-way communication works:

1. The sender states his message to the receiver
2. The receiver acknowledges the communication by repeating the critical information in the communication back to the sender. If the receiver did not understand the communication, then he must ask the sender for clarification.
3. The last step is the sender confirms the message is correctly understood by the receiver or if it is not understood the sender must indicate that the message is not understood, and the three-way communication process must start over

Three-way communication, a critical way to verify that a message is understood.

Safety Principle # 10

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October 24, 2020

Office Daily Safety Message

Bike Helmet Safety

Fall is here and that means cooler weather and more time spent outside!

According to the Department of Transportation, when worn correctly, bike helmets can reduce risk for head injury by up to 85 percent. Make sure your helmet meets the U.S. Consumer Product Safety Commission standards and that you use it to set a good example, as well: If your kids see you wearing it, they'll want to wear one, too.

Safety Principle # 10

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October 25, 2020

Office Daily Safety Message

Loose Cargo in Vehicles

Loose cargo within a vehicle or piece of heavy equipment such as empty bottles, trash, tools, PPE, etc. are not only a distraction while driving or operating, but they also turn into projectiles during a crash. Ordinary objects in cars and trucks are responsible for 13,000 injuries each year.

Mitigation Actions:

- Practicing good housekeeping. Remove any trash and unnecessary items from your vehicle or cab of a piece of heavy equipment.
- Utilize the trunk area or cargo boxes before putting items in the cab area of the vehicle.
- Tie down or secure any remaining items properly.
- Perform periodic inspections on your personal vehicles for loose cargo.

Secured load = Safety Strong!

Safety Principle # 10

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October 26, 2020

Office Daily Safety Message

As you walk through your workspace today, use these safe work practices:

- Look for obstructions which can cause tripping accidents. Cords and cables should not be placed across traffic areas. Are shoes, toys, or other items in your walking path?
- Work materials should be stored in designated areas as much as possible. If items are in boxes on the floor, keep clear of walking paths.
- Keep drawer of desks and cabinets closed.
- Clean up spills, such as coffee or water, right away.
- Be alert to electrical hazards, which can cause fires and electrocution. Check for any frayed or damaged cords or plugs.
- Don't overload electrical circuits.
- Push chairs back under desk or table when not in use.

Share some of your home office safe work practices with others in your group.

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October 27, 2020

Office Daily Safety Message

Safety Awareness Behaviors

We talk a lot about safety awareness in the workplace. How do you know you have developed good safety awareness? Here are some good examples of behaviors that suggest you have good safety awareness:

- Before you begin a task, you consider how to do it more safely.
- You make sure you know how and when to use personal protective equipment.
- As you work, you check your position to reduce strain on your body.
- While you are working, you become aware of any changes in the area like people coming or going, jobs beginning or ending.
- You start talking with others about safety.

Monitor yourself and see if you have good safety awareness at home!

Safety Principle # 10

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October 28, 2020

Office Daily Safety Message

“Work-From-Home Wednesday”

Managing Yourself

At this point, some of you may feel like seasoned pros at working from home. Others may feel like you are on an extended spring break with your kids. As we continue to keep each other safe by avoiding the office environment, keep these key practices in mind for healthy work-life balance:

1. Own Your Time – Look at your to-do list and prioritize accordingly. Stay focused during the day so you can maintain workday boundaries and have time in the evenings for other endeavors
2. Practice Self-Care – Make sure your physical and mental well-being are getting the same level of attention as your inbox! Set yourself up for success with a self-care plan. This can include designated time for exercise, journaling, meditating, etc.
3. Take Effective Breaks – The right kind of breaks in your workday can help with productivity and stress levels. Take a short walk, use the Pomodoro method of time management (download an app for easy practice!), or take a quick yoga session to get blood flowing.

Safety Principle # 10

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October 29, 2020

Office Daily Safety Message

Teen Driver Safety

The National Highway Transportation Safety Board says these 5 concepts are myths concerning driving practices:

Myth 1 – Drivers can multitask.

Myth 2 – Speaking on the phone is the same as speaking to a passenger.

Myth 3 – Using hands free devices is safe.

Myth 4 – Texting only at stoplights is OK.

Myth 5 – Voice texting is safe to do while driving. Research shows that drivers are distracted for at least 27 seconds after sending a voice text.

Set a good example and insist on safe driving habits for the teen in your family!

Safety Principle # 10

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October 30, 2020

Office Daily Safety Message

Teen Driver Safety – Seatbelts

The National Highway Transportation Safety Board highlights parental influence as the most beneficial method in developing good teen driver safety habits.

Seatbelt use is the lowest among teen drivers. Wear your seatbelt. In almost 60% of crashes analyzed, teens were not wearing seatbelts.

Safety Principle # 10

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October 31, 2020

Office Daily Safety Message

Time Changes and Sleep

According to the Center for Disease Control, at least 35% of adults are not getting enough sleep. A time change is coming up on November 1st. The experts say it can take several days for some of us to readjust to time changes. The adjustment depends on several things including how well rested you are when the time change occurs.

Prepare for the upcoming time change by setting a scheduled bedtime, turning off the electronics and making sure you have some time to coast down mentally before trying to go to sleep.