

Safety Principle # 10

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

October 2019

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October 1, 2019

Office Daily Safety Message

It's National Crime Prevention Month

Take Crime Prevention to Work

When you come to work, don't leave your crime prevention sense at home. Almost any crime that can happen at home or in your neighborhood can happen in the workplace. Common-sense prevention skills can help make life at work safer for all.

Here are a few tips:

- Keep your purse, wallet, keys, and other valuable items with you at all times or locked in a drawer or closet. Don't have the key? Check with your supervisor.
- Check the identity of any strangers who are in your office or in the hallway. Ask for their Entergy approved identification.
- Food deliver/Fed Ex/ UPS/ delivery person, etc. should always stop at the reception desk so that they can be announced.
- Leaving your office for the day? Lock your door.

What other tips can you think of to make life at work safer?

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October 2, 2019

Office Daily Safety Message

“Work-Out Wednesday”

The Secret Handshake

Sitting up and with feet flat on the floor, clasp hands together as if giving yourself a handshake (with one hand's thumb pointing to the floor and the other pointing to the ceiling). Then pull! Resist the motion of both arms (you should feel this in those biceps). Hold for 10 seconds or more, release, and repeat.

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October 3, 2019

Office Daily Safety Message

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 4, 2019

Office Daily Safety Message

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 5, 2019

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.

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October 6, 2019

Office Daily Safety Message

Fire Prevention Week – 2019 Campaign

“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 7, 2019

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.

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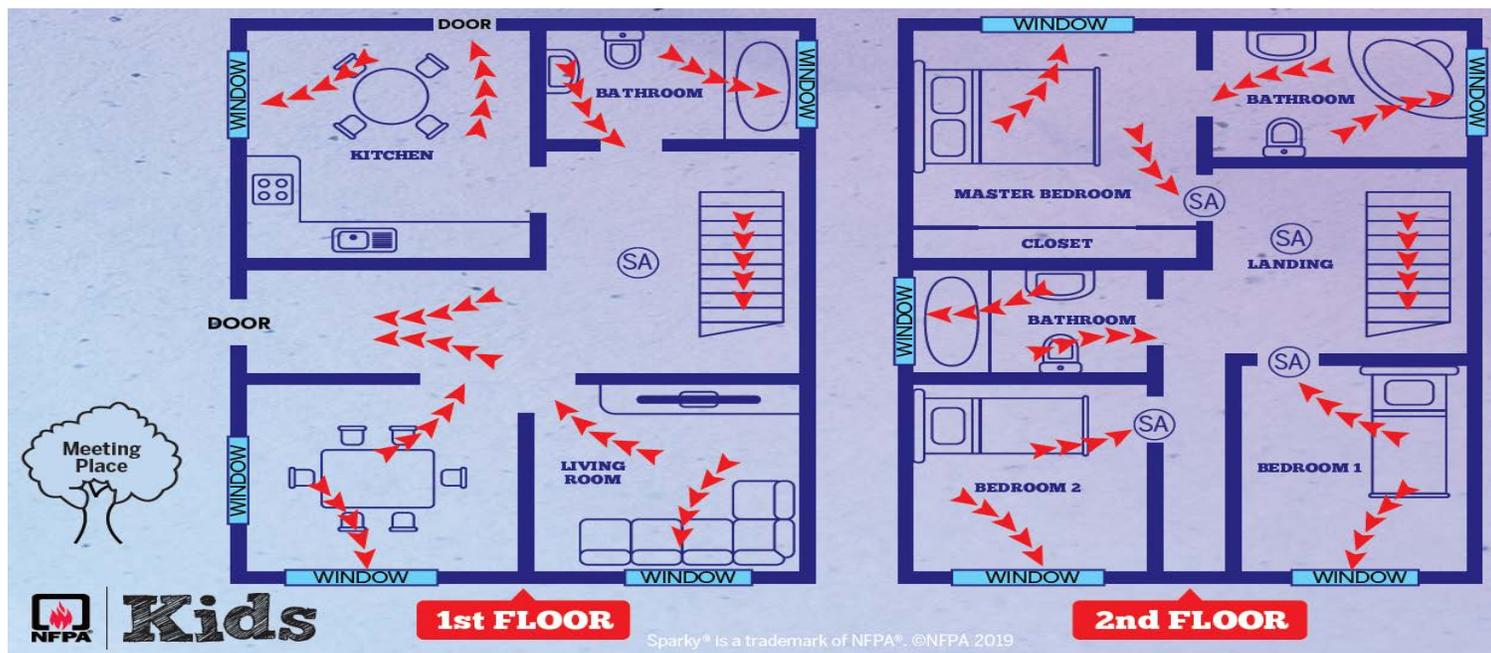
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October 8, 2019

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 9, 2019

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 10, 2019

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 11, 2019

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 12, 2019

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 13, 2019

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!

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October 14, 2019

Office Daily Safety Message

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.

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October 15, 2019

Office Daily Safety Message

Feeling Increased Fatigue?

Here are some tips to decrease fatigue and increase comfort with office ergonomics:

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 crying by the end of the day.
2. Watch your head position and try to keep the weight of your head directly above its base of support, neck. Don't "crane" your head and neck forward.
3. Don't be a slouch. Slouching puts more pressure on the discs and vertebrae of your back.
4. The monitor should be placed directly in front of you, with the top no higher than eye level. The keyboard should be directly in front of the monitor, so you don't have to frequently turn your head and neck.
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. You can rest you eyes periodically for several seconds by looking at objects at a distance to give your eyes a break.
10. The feet should not be dangling when you are seated. If you 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.

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October 16, 2019

Office Daily Safety Message

“Work-Out Wednesday”

The Fist Pump

Received approval from the head honcho for extra vacation days? Time to rock out to that Bruce Springsteen playlist while simultaneously toning the arms. Fist punch into the air like a champ (alternating arms of course) and continue for 60 seconds or more or until you realize the boss is right behind you!

Stay Safety Strong friends!

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October 17, 2019

Office Daily Safety Message

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.
- 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 the nearest gas station, open business, or other well-lighted, 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 18, 2019

Office Daily Safety Message**Accident Reporting**

All accidents/incidents, regardless of extent, shall be reported immediately to your supervisor or the supervisor in charge. When a work-related injury causes an employee to seek medical attention, a supervisor or designated person shall accompany the injured employee to the medical facility and to all subsequent medical visits associated with the injury.

If you have any questions, please contact your supervisor.

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October 19, 2019

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, however we 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 regarding safety it can be a slippery slope.

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

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October 20, 2019

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. 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 21, 2019

Office Daily Safety Message

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 22, 2019

Office Daily Safety Message

Office 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.

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 23, 2019

Office Daily Safety Message

“Work-Out Wednesday”

The Casual Lean

Waiting in the hall for a meeting to start? Perfect time to nonchalantly work out the upper arms! Casually lean against the nearest wall, supporting your body with the forearm only. Now lean into the wall until the upper arm almost touches it and then push back out. Repeat for 15 reps or until the meeting gets underway.

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October 24, 2019

Office Daily Safety Message

Office Housekeeping

Aside from the accident prevention benefits, good housekeeping contributes to efficient performance. 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 facilities clean, neat, and orderly
3. All aisles, stairways, exits, and access ways should always be kept clear
4. When piling materials for storage, make sure the base is level and firm
5. Lay extension cords and hoses in such a way as to minimize tripping
6. All packaging material should be disposed of immediately in order to avoid tripping hazards

Good Housekeeping = Safety Strong

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October 25, 2019

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.

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October 26, 2019

Office Daily Safety Message

Safety Benefits Everyone

A safe office benefits employers and employees alike. Companies can save money on insurance and workers compensation while also maintaining good morale and productivity among the staff. Workers save money on health care costs and are happier and more productive in safe office environments.

How safe is our office?

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October 27, 2019

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!

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October 28, 2019

Office Daily Safety Message

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

- Watch for obstructions which can cause tripping accidents. Cords and cables should not be placed across traffic areas. Even cords going to a power bar located next to a work station can trip a person getting up from a desk.
- Materials should be stored in designated storage areas, not in boxes on the floor.
- Briefcases, purses, back packs, and all other personal items should be stored where no one will fall over them.
- Keep drawer of desks and cabinets closed.
- Clean up spills, such as coffee or water, right away. If a spill cannot be taken care of immediately, arrange a barricade and a sign to warn people. Floors which are wet from cleaning should also be blocked off and marked by warning signs.
- 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 office safe work practices with your group.

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October 29, 2019

Office Daily Safety Message

Selective Safety Attention

There is so much activity occurring around us while on the job that it can make it easy to miss many details in our work environment. This includes overlooking hazards that may be responsible for a serious injury or fatality if not recognized and corrected. It is important to consider how much we may be overlooking or not focusing on while on the job.

When you work today, evaluate what critical details or hazards you may not be paying attention to.

For example:

- The coffee spill on the stairs
- A desk trash container that was left in the middle of an aisle
- Coffee maker left on from the night before
- Desk chairs not pushed under desks or tables

What other examples can you think of?

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October 30, 2019

Office Daily Safety Message

“Work-Out Wednesday”

The Lumberjack

While this lumberjack may be wearing slacks instead of plaid, he can still get a good midday workout. Stand and clasp the hands together, resting them on the right shoulder as if holding an axe. Gently swing the imaginary axe by straightening the elbows and moving the hands toward the left thigh. Next, bring the clasped hands to the left shoulder followed by a swing to the right thigh. Repeat 15 times on each side or until all office plants have been hacked down ... just kidding. Make sure to leave yourself some extra room for this one!

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October 31, 2019

Office Daily Safety Message

Pedestrian Safety and Halloween

Increased pedestrian and vehicle traffic on Halloween night and the weekend that follows, can be a dangerous combination. In some areas, local municipalities/schools will host fall festivals or gatherings while some will hit the streets for trick or treat.

To stay safe this Halloween and festive weekend, follow these pedestrian safety tips:

- Avoid texting or listening to music with earphones while walking as this may limit your perception of nearby traffic
- Follow the rules of the road at intersections and driveways
- Cross in areas with pedestrian traffic signals and make sure traffic has passed or stopped before you step into the street
- Do not step out behind shrubbery or between parked vehicles as drivers may not see you coming out
- Make yourself as visible as possible to drivers, especially in areas with low lighting and at night. You can do so by wearing bright colored or reflective clothing, carrying a flashlight or glow sticks on the side closest to traffic
- Watch for vehicles that are reversing or turning

Please stay safe and remain Safety Strong!