

# Safety Principle # 9

## Deficiencies Must Be Corrected Promptly

### September 2016

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**Daily Safety and Health Topics**

**September 2016**

**Safety Principle #9**

**Deficiencies Must Be Corrected Promptly**

**Entergy's 12 Safety Principles**

1. All injuries are preventable
2. People are the most critical element
3. All Employees are responsible for safety
4. All operating exposures can be controlled
5. Management is responsible for establishing a safe work environment and clear expectations for safety performance
6. Safety is good business
7. Management must audit performance
8. Our work is never so urgent or important that we cannot take time to do it safely
9. Deficiencies must be corrected promptly
10. Employees must be trained to safely perform all assigned tasks and accountable for applying these skills on the job
11. Safety is a condition of employment
12. Off the job safety is an important part of overall safety efforts



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**September 1, 2016**

**Safety Focus**

**CREATING A SAFE WORKPLACE**

Remember the following 4 simple points. They summarize nearly all you need to know to play your part in creating a safe workplace.

- Removing the causes of accidents is the first step to preventing them. Our workplace should be made hazard free and accident proof.
- Unsafe actions by staff members cause the largest number of office injuries. Staff members can prevent accidents by changing their behavior.
- Slips, trips, and falls cause most of the serious injuries in offices. Hazards that might cause falls should not be allowed to exist.
- Fingers and hands suffer the most frequent office injuries and often occur while employees are handling everyday materials such as paper. Employees should take special care to avoid injury to their hands.

**Health Tip of the Day**

**A DELICIOUS SUBSTITUTE**

Although buttermilk's rich-sounding name and creamy texture suggest a high fat content, buttermilk is surprisingly low in fat and calories. Low-fat buttermilk contains only about 2 grams of fat per cup. Consider using buttermilk as a low-fat substitute for cream in your favorite soup, casserole or dairy-based recipe. Source: USDA National Nutrient Database

**Org Health & Diversity Focus**

We are going forward with the idea of a multicultural, a multinational state, trying to live in unity, at the same time respecting our diversity...But we need to all come together so we can live united. - Evo Morales

**Human Performance Focus**

**VAGUE OR INTERPRETIVE GUIDANCE** is defined as unclear instructions rather written, demonstrated, or spoken.

*Safety Principle #9:*  
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**September 2, 2016**

**Safety Focus**

**POTENTIAL HAZARDS**

Below is a list of common office hazards. If you see any of them, take action to solve the problem. These are the most common hazards, but you should also stay alert for others not listed here.

- **Protruding Keys** left in a file cabinet lock. A passerby might bump into them and get a painful poke. Remove keys after using a file cabinet.
- **"Jaws Drawers"** - File cabinet and desk drawers are known to "bite" fingers. Avoid being bitten by drawers by using the handles.
- **Open Drawers** - Somehow there's always someone who has a fatal attraction to open drawers and will bump into them when you least expect it. Opening several file drawers at a time can also tip over a cabinet. Keep drawers closed when not in use. Open only one drawer at a time.

**Health Tip of the Day**

**MORNING WORKOUTS**

Working out first thing in the morning means no more stressing about how you'll fit it in when a meeting pops up at lunchtime, or when you remember your kids have soccer practice right after work. Four tips to help: set your clothes the night before, workout at home, share your plans publicly and give yourself time to adjust. Source: Sparkpeople

**Org Health & Diversity Focus**

A great man shows his greatness by the way he treats little men. - Thomas Carlyle

**Human Performance Focus**

**VAGUE OR INTERPRETIVE GUIDANCE**

If we don't understand or are not completely sure of what the task at hand is asking us to do, Stop, Think, Act, and Review prior to proceeding.

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**September 3, 2016**

**Safety Focus**

**PASSAGEWAYS AND STORAGE**

- **Blockages** - Large objects or groups of people standing around blocking doorways and passageways increase the likelihood of bumps and knocks due to the blocked vision and the tight space. Keep doorways and passageways clear at all times, especially emergency exits.
- **Climbing** - Reaching for high objects while standing on a stack of boxes or a chair with wheels is dangerous. Always use a suitable ladder or step stool.
- **Heavy Objects** - These are dangerous if they fall. Store heavy objects near floor level.
- **Swing Doors and Corners** - You can't guess when someone might be approaching the other side of a closed door or around a corner. Do not open doors suddenly. When working behind a closed door, lock it. Approach corners and doors cautiously.

**Health Tip of the Day**

**ANTIBIOTIC RESISTANCE**

Did you know that up to half of the antibiotic use in humans and animals is unnecessary? Overuse of antibiotics is making germs more resistant so these drugs are less effective. If you or a family member gets sick, talk with your doctor about the best treatment, which may or may not be an antibiotic. Source: Centers for Disease Control and Prevention

**Org Health & Diversity Focus**

It is time for parents to teach young people early on that in diversity there is beauty and there is strength. - Maya Angelou

**Human Performance Focus**

**VAGUE OR INTERPRETIVE GUIDANCE**

An example of vague/interpretive guidance could be when employees receive instructions to complete an assignment and miscommunication takes place resulting in misunderstanding of how to complete the task in a safe manner. Remember to use a strong Questioning Attitude to understand the task.

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**September 4, 2016**

**Safety Focus**

**FLOORS**

- **Extension Cords** and other wires snaking loosely across the floor can cause not only injury, but also the abrupt shutting down of electrical equipment such as computers. Clamp electric wires securely to the floor.
- **Litter** - Small items left lying on the floor have been known to cause some dreadful accidents. While somebody slipping on a banana peel may be funny in a comedy film, tripping on a pencil in the office may not seem so humorous. Food dropped on the floor is unhygienic as well as hazardous and should be disposed of in kitchen area garbage cans only. Anything dropped on the floor should be removed immediately.

**Health Tip of the Day**

**CHILDREN'S EYE HEALTH**

Good visual skills are important for children to be successful in school. Poor vision can lead to a variety of problems such as headaches, fatigue, and eyestrain. According to the American Optometric Association, school-age children should have eye exams at least once every two years, or more often if recommended by your eye doctor. Source: American Optometric Association

**Org Health & Diversity Focus**

I know there is strength in the differences between us. I know there is comfort, where we overlap. - Ani DiFranco

**Human Performance Focus**

**VAGUE OR INTERPRETIVE GUIDANCE**

Are roles and responsibilities clear? Are standards, policies or other administrative controls confusing, hard to understand, incomplete or not specific enough? Are instructions written so that they could be interpreted in more than one way? Is there imprecise use of the language, which could lead to a misinterpretation of the work to be performed? These are just a few things that can lead us into the trap of vague or interpretive guidance.

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**September 5, 2016**

**Safety Focus**

**WORK METHODS AND TOOLS**

- **Using the Wrong Tools** - Fingers are not suitable tools for jobs such as removing staples. Use the right tools for the job.
- **Not Using Safety Glasses** - Eyesight is precious. Always wear safety glasses when working with hand tools.
- **Sharp and Pointed Objects** - Even paper has sharp edges, as many office workers know from experience. Scissors, knives, pencils, letter openers, and paper cutters are some other common sharp objects in the office. Use and store sharp objects carefully. Sheath them before storing in a drawer. Point them away from you on your desk. Do not use razor blades as cutters.
- **Unreported Injuries** - Reporting injuries reduces the chances of the same injury happening to someone else in the future. Report accidents to help make the office safer for others.

**Health Tip of the Day**

**BICYCLE SAFETY QUIZ: WHEN DO MOST BICYCLE INJURIES OCCUR:**

**A) Rush Hour      B) Evening      C) Morning**

B: Evening. In order to remain visible, cyclists are encouraged to wear light-colored clothing and use lights and reflectors on you and your bike. It is never OK to wear headphones while riding on the roads. Source: American Automobile Association

**Org Health & Diversity Focus**

It is never too late to give up your prejudices - Henry David Thoreau

**Human Performance Focus**

**VAGUE OR INTERPRETIVE GUIDANCE**

Many times when procedures are written, policies made or work instructions developed the descriptions are less than adequate. They are more than adequate to the author or originator because they are usually the expert or know exactly what they mean. A simple statement such as "attached securely" may have the intent of requiring a person attach a tag using tie-wraps or thin wire. But to some, it could mean that using scotch tape or other type paper adhesive is acceptable. Use Peer-Checking to reduce falling victim to vague/interpretive guidance.

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**Safety Focus**

**KITCHEN AREA**

- **Clean Up Your Spills** - Dispose of food waste in the proper container.
- **Microwave Oven** - Cover food in the oven to prevent spatter. Do not put metal, paper, or styrofoam in the oven. Keep all flammable objects clear of it.
- **Hot Objects** - Use a cloth or mittens to handle hot objects.
- **Kitchen Area Housekeeping** - Do not stack up glasses too high. Store knives and can openers in the right place. Wrap broken glass in paper labeled "broken glass" and place it in the kitchen garbage can. All waste food must be thrown only in the kitchen garbage cans. Keep the floor dry to prevent slips.

**Health Tip of the Day**

**QUICK TIP TO RELIEVE STRESS**

Here's a quick relaxation technique for stress relief: Sit comfortably with your back straight and take a deep breath in through your nose into your abdomen. Hold your breath for a few seconds, and then gently exhale through your mouth, pushing out as much air as you can while contracting your abdominal muscles. Repeat this process for several minutes while you feel the stress slip away. Source: Helpguide.org

**Org Health & Diversity Focus**

The love of one's country is a splendid thing. But why should love stop at the borders?  
- Pablo Casals

**Human Performance Focus**

**VAGUE OR INTERPRETIVE GUIDANCE**

How can we address vague or interpretive guidance? The responsibility belongs to both the worker and the supervisor/leader. The worker should ask questions until satisfied.

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**September 7, 2016**

**Safety Focus**

**EQUIPMENT AND TOOLS**

- Offices use a lot of electrical equipment. When using it, you should watch out for any obvious signs that something is wrong, such as loose wires, faulty connections, excessive heat, smoke, or sparks.
- Never tamper with any electrical equipment. If repair is needed, always seek help from the qualified personnel in our office services department. Do not overload the socket outlet. If uncertain, check with your manager.
- Use the proper adapters for two-pin plugs.
- Safety glasses are to be worn while using certain hand tools. Never fail to use them.

**Health Tip of the Day**

**HYDRATION: THERE'S AN APP FOR THAT**

If you need accountability – and a constant reminder of your daily goal – keep track of your water intake using an app on your smartphone such as Daily Water, Waterlogged or Water Alert.

Source: The Globe and Mail.com

**Org Health & Diversity Focus**

Never judge someone by the way he looks or a book by the way it's covered; for inside those tattered pages, there's a lot to be discovered - Stephen Cosgrove

**Human Performance Focus**

**VAGUE OR INTERPRETIVE GUIDANCE**

How can we address vague or interpretive guidance? The responsibility belongs to both the worker and the supervisor/leader. Leaders should communicate all the facts and never assume that anything is already understood.

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**September 8, 2016**

**Safety Focus**

**OFF THE JOB SAFETY**

Safety off the job is every bit as important as on the job. Here are a few steps you can take to be safe off the job:

- Wear your seatbelt in your car.
- Have fire extinguishers and smoke alarms in your home and inspect them regularly.
- Inspect your home for fire hazards.
- Inspect your home for tripping, slipping, and falling hazards. Remember, more falls occur in the home than on the job.
- Make sure your home tools and personal protective equipment are right for the job, used correctly, and in good condition.

**Health Tip of the Day**

**MAKE YOUR OWN FRUIT POPS**

Hot summer months can leave you craving a cool, refreshing treat. Instead of grabbing a high-calorie ice-cream bar, try a healthy frozen fruit pop. Place berries, such as blueberries, raspberries and chopped strawberries, in a small cup. Add cranberry or pineapple juice to fill about 2/3 of the cup. Add a wooden Popsicle stick and freeze. After freezing, run warm water over the cup to release the fruit pop and enjoy. Source: HealthFitness Dietitian

**Org Health & Diversity Focus**

Our ability to reach unity in diversity will be the beauty and the test of our civilization. - Mahatma Gandhi

**Human Performance Focus**

**VAGUE OR INTERPRETIVE GUIDANCE**

How can we address vague or interpretive guidance? The responsibility belongs to both the worker and the supervisor/leader. Ensure pre-job briefs are held and that they are effective.

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**September 9, 2016**

**Safety Focus**

**USING PORTABLE ELECTRIC POWER TOOLS SAFELY #1**

Failing to properly use and maintain electric-powered tools causes thousands of cuts, punctures, pinches, amputations, and electrocutions each year. Tools can seriously injure or kill the user if not properly maintained or used.

**Before you use a tool:**

- Verify that it bears an electrical test label to indicate it successfully passed inspection and tests for electrical safety within the previous six months.
- Know the application, limitation, and potential hazards of the tool. Operate according to the manufacturer's instructions.
- Inspect the cord for the proper type. Electric-powered tools must either have a three-wire cord with ground or be double insulated. Never use a plug that has its ground prong removed.

**Health Tip of the Day**

**HOW TO GRADUATE FROM WALKING TO RUNNING**

Try gradually adding running to your workout. To start, walk four or five minutes, and then run for one minute. Repeat the pattern several times. Once you feel more comfortable, try to increase from one minute of running to two minutes, and then from two to three, and so on. This is generally a safe way for many people to increase their activity level. Source: HealthFitness Exercise Specialist

**Org Health & Diversity Focus**

In this country we have no place for hyphenated Americans. - Theodore Roosevelt

**Human Performance Focus**

**VAGUE OR INTERPRETIVE GUIDANCE**

How can we address vague or interpretive guidance? The responsibility belongs to both the worker and the supervisor/leader. Observe the activity.

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**September 10, 2016**

**Safety Focus**

**USING PORTABLE ELECTRIC POWER TOOLS SAFELY # 2**

**When using the tool:**

- Keep guards in place, in working order, and properly adjusted.
- Safety guards must never be removed when the tool is being used
- Do not hold a finger on the switch button while carrying a plugged-in tool.
- Safety switches must be kept in working order and must not be modified.
- Work areas should have adequate lighting and be free of clutter.
- Do not wear loose clothing, ties, or jewelry when operating tools.
- Wear appropriate gloves and footwear while using tools.

**Health Tip of the Day**

**HELP TO STOP BINGE EATING**

Binge eating is when a person has frequent episodes of eating large amounts of food in a short period of time and feels out of control. If this sounds familiar, there is hope. Breaking the cycle of binge eating takes time and patience. Many people benefit by getting help from a registered dietitian and/or licensed psychologist with experience in disordered eating.

Source: Academy of Nutrition and Dietetics

**Org Health & Diversity Focus**

Strength lies in differences, not in similarities - Stephen R. Covey

**Human Performance Focus**

**VAGUE OR INTERPRETIVE GUIDANCE**

How can we address vague or interpretive guidance? The responsibility belongs to both the worker and the supervisor/leader. Everyone should understand and follow procedures.

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**September 11, 2016**

**Safety Focus**

**HOW TO USE JACKS SAFELY**

Many people think there is nothing more to operating a jack than to putting it under the load, inserting the handle and jacking away. But every year there are lots of workers who are seriously hurt because they didn't use the jack correctly. To avoid having an accident of your own follow these simple, basic rules:

- Use a jack with a rated capacity that equals or exceeds the load you're lifting.
- Always set the jack on a firm and level foundation.
- To prevent slipping, use a wooden-block softener between the head of the jack and the load.
- When a jack develops any defect whatever, turn it in for repair and be sure to test it under load before putting it back in service.

**Health Tip of the Day**

**A GREAT BACK STRETCH**

Lie on your back with your knees bent and feet flat on the floor. Keeping your back flat on the floor, rotate your hips to the left, lowering your legs down to the floor until a gentle stretch is felt. Hold for 15 seconds. Return to the starting position. Repeat four more times to the left side then switch and repeat to your right side. Finish up by hugging your knees into your chest for at least 15 seconds. Talk with your doctor before performing this exercise if you have hip problems or have had a hip replacement. Source: HealthFitness Exercise Physiologist

**Org Health & Diversity Focus**

Recognize yourself in he and she who are not like you and me. - Carlos Fuentes

**Human Performance Focus**

**VAGUE OR INTERPRETIVE GUIDANCE**

How can we address vague or interpretive guidance? The responsibility belongs to both the worker and the supervisor/leader. Write procedures that give complete explanations in simple terms.

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**September 12, 2016**

**Safety Focus**

**SAFETY AND SAVING TIME**

Time, on any construction project, is money: Wasted Time = Wasted Money. So it goes without saying that the key to a profitable project is getting it done "on-time" or within budget. But getting the project done quicker does NOT mean getting it done in a manner which is not safe. To ensure that time is utilized to its best and that job site safety is maintained, use the following, time saving tips.

- Keep an orderly work site. Assign one or two people the responsibility of keeping the job site clean so the workers don't have to climb or walk around construction materials and waste. Make it an ongoing process and don't leave the mess to clean up at the end of the day, because it won't get done! A clean site is a safe site.
- Don't overcrowd materials and workers. Give the crew room to work; they will be quicker and safer.

**Health Tip of the Day**

**FOLLOW THE ABC'S FOR BIKE MAINTENANCE: AIR, BRAKES, BAR, BELL, CHAIN AND CRANK.**

Before you ride your bike, check your tires for proper inflation. Also look for signs of wear, cracking and gouges. Check the brake pads for wear and tear. If you have handlebar brakes, squeeze the brake levers to ensure they are working. Ensure your handlebar is set at the correct height so you ride without strain on your back, shoulders and wrists. Check your bell. Ensure the chain is secure. It should not slip from the gears. Determine if it needs oil. Run your bicycle through its gears to be sure you can shift gears easily and cleanly. Source: [www.exchange.aaa.com](http://www.exchange.aaa.com)

**Org Health & Diversity Focus**

Diversity creates dimension in the world. - Elizabeth Ann Lawless

**Human Performance Focus**

**VAGUE OR INTERPRETIVE GUIDANCE**

How can we address vague or interpretive guidance? The responsibility belongs to both the worker and the supervisor/leader. Write procedures with only one action to perform per step, or one idea conveyed per step.

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**September 13, 2016**

**Safety Focus**

**LADDER SAFETY**

There is absolutely no reason for anybody to get hurt, disabled or killed while using a ladder. Yet it happens every single day. Somebody steps on the safety sticker that says "This is not a step!" and ends up with a broken leg. Another worker puts a rock under one of the legs because the ladder is "just not quite stable enough". It only takes a little bit of common sense, LADDER SAFETY SENSE, to prevent an accident from occurring while using ladders. Stick to the following simple rules to ensure that you or your fellow workers are never injured while using a ladder.

1. Choose the right ladder
2. Check the condition of the ladder
3. Place the ladder with your safety in mind
4. Climb the ladder carefully

**Health Tip of the Day**

**STRETCH FOR BICYCLISTS: IT BAND**

The IT Band runs down the side of your leg and helps in balance and control; the section of this band that affects cyclists is between the hip and knee. A tight or inflamed IT band can cause tendonitis or knee alignment issues. Stretch from a sitting position: cross the left leg across the right knee and gently push down on the left knee. You should feel the stretch on the outside of your leg. Hold for 15-30 seconds, then rotate. Source: Active.com

**Org Health & Diversity Focus**

To work best democracy needs a diversity of thoughts, ideas and expression. This is only possible with freedom and civility. - Kevin Stirtz

**Human Performance Focus**

**VAGUE OR INTERPRETIVE GUIDANCE**

How can we address vague or interpretive guidance? The responsibility belongs to both the worker and the supervisor/leader. Change procedures or guidelines that have vague or interpretive guidance in them.

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**September 14, 2016**

**Safety Focus**

**HANDLING 55 GALLON DRUMS SAFELY**

In the typical workplace, drums are used to store material, to ship it, to dispense it for use, and to store wastes. All these drums must be moved from time to time. Like most things, there's a right way to move a drum-and several wrong ways to do it. By taking a few precautions before you attempt to move a drum, you can help prevent serious and painful injuries. Before you move a drum, put on a pair of thick gloves. The gloves will help protect your hands. Also:

- Plan your route in advance for anything that might cause you or your equipment to trip or slip.
- Check the drum for burrs, which could cause a laceration.
- Check the drum for liquids, which could cause you to lose your grip.
- Check the bung to make sure it is tight enough to prevent leaks.
- If you are moving the drum using a pallet, make sure the pallet is in good condition.

**Health Tip of the Day**

**SUGAR AND HYDRATION**

Did you know that due to the processing demands that sugar places on the body, it can be a factor in your dehydration? Consider using beverages with lower sugar content to help stay hydrated.

Source: Industrial Safety & Hygiene News

**Org Health & Diversity Focus**

It is those who are different that make the biggest difference in the world. - Shana Chartier

**Human Performance Focus**

An example of vague/interpretive guidance could be when employees receive instructions to complete an assignment and miscommunication takes place resulting in misunderstanding of how to complete the task in a safe manner. Remember to use a strong Questioning Attitude to understand the task.

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**September 15, 2016**

**Safety Focus**

**EXCESSIVE NOISE**

Knowing how to protect yourself is important. To protect yourself from **excessive noise**, you must wear hearing protection if the noise level exceeds regulatory standards. A noise evaluation should be included in the routine safety evaluation for every job with the potential for noise exposure. If you are required to use hearing protection, use it. Also, make sure you use the right kind of hearing protection. Not every type is suitable for every situation. Most important of all, don't be misled by thinking you don't need the protection because you don't currently have a hearing problem. Hearing loss can happen gradually and very little can be done to restore hearing once it's damaged. If you are concerned about the noise level, report your concern.

**Health Tip of the Day**

**MOCK SOUR CREAM**

Try this recipe as a sour cream substitute. Blend one cup low-fat cottage cheese, 1/4 cup low-fat buttermilk and 1/2 tablespoon lemon juice in a blender until smooth. This makes 16 tablespoon-sized servings with only 14 calories and 0.3 grams of fat per serving. Use as a topping for baked potatoes, gazpacho (a chilled soup) and low-fat tacos. Source: HealthFitness Dietitian

**Org Health & Diversity Focus**

Channeled correctly and integrated properly, our diversity can be our greatest strength. - Max DePree

**Human Performance Focus**

**VAGUE OR INTERPRETIVE GUIDANCE**

Are roles and responsibilities clear? Are standards, policies or other administrative controls confusing, hard to understand, incomplete or not specific enough? Are instructions written so that they could be interpreted in more than one way? Is there imprecise use of the language, which could lead to a misinterpretation of the work to be performed? These are just a few things that can lead us into the trap of vague or interpretive guidance.

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**Safety Focus**

**Fire and excessive heat** are hazards with great potential for injury and damage. If welding is done in an area where a fire hazard exists, a welding permit should be used in accordance with established procedures. These precautions are based on regulatory requirements. Combustible and flammable materials must be cleared from the welding area. A spark or a piece of hot slag could easily ignite these materials and cause a tragic fire. To protect yourself from burns from these sparks and pieces of slag, wear appropriate Personal Protective Equipment (PPE) such as aprons, gloves, leggings, and footwear. As with any task involving energized equipment, welding also presents an **electrical shock** hazard. To protect yourself from the electrical hazards, thoroughly inspect your welding equipment before you use it. Be alert for loose connections and damaged components.

**Health Tip of the Day**

**BORED? TRY A BARRE WORKOUT**

While all barre workouts differ slightly in structure, most methods incorporate exercises done at a ballet barre (you can use the back of a chair at home) combined with elements of ballet, Pilates, and yoga. Barre exercises rely mainly upon one's bodyweight for resistance, and the moves challenge your core stability and balance. Barre workouts are designed to help an individual achieve a "dancer's body" — strong, sleek, and streamlined.

Source: Sparkpeople

**Org Health & Diversity Focus**

Amazing how eye and skin color come in many shades yet many think sexuality is just gay or straight. - DaShanne Stokes

**Human Performance Focus**

**VAGUE OR INTERPRETIVE GUIDANCE**

An example of vague/interpretive guidance could be when employees receive instructions to complete an assignment and miscommunication takes place resulting in misunderstanding of how to complete the task in a safe manner. Remember to use a strong Questioning Attitude to understand the task.

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**September 17, 2016**

**Safety Focus**

**Ultraviolet (UV) radiation** can cause burns to the skin and eyes. Welding hoods and special welding goggles with UV filter lenses and side shields are designed to protect your eyes and face from UV exposure. Appropriate gloves and aprons must be used to protect exposed skin. Welding curtains may be used for the same purpose to protect others in the vicinity of the welding area. This equipment must be used faithfully for every welding job in order to prevent UV burns. Flashburns to the eyes are extremely painful and can cause permanent damage, including blindness.

**Health Tip of the Day**

**BANISH BAD BREATH**

Bad breath or halitosis can be unpleasant and lead to embarrassment. If you don't brush and floss daily, particles of food remain in the mouth collecting bacteria, which can cause bad breath. Bad breath can also be caused by dry mouth, gum disease, tobacco products, or a medical disorder. If you're concerned about bad breath, see your dentist.

Source: American Dental Association

**Org Health & Diversity Focus**

We are one human family. - Lailah Gifty Akita, Think Great: Be Great!

**Human Performance Focus**

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**September 18, 2016**

**Safety Focus**

**BACK SAFETY**

Back disorders are listed in the "top ten" leading workplace injuries and they account for 27 percent of all nonfatal injuries and illnesses involving days away from work. Everyone whose job involves stressful lifting or awkward postures is at risk for a back injury. Here are some tips to keep your back in optimum condition:

While lifting:

- Don't bend over an object you are lifting. Bend your knees, squatting in front of the object to reach it.
- Lift the object slowly and carefully, using your leg and arm muscles to lift, not pulling with your back.
- Keep your head up and look straight ahead while making the lift.
- While lifting, keep the object as close to your body as possible.
- Keep abdominal muscles tight while making the lift.
- Use the same techniques when you put the object down.

**Health Tip of the Day**

**DON'T SCALE DOWN YOUR MOOD**

For some people, even a small weight gain can create a cycle of frustration, making them turn to food for comfort, which only adds to the problem. Remember that small changes in your weight can also be due to fluid changes or extra clothing. Consider making a shift from being weight-centered to being health-centered by eating a nutritious diet, staying active and feeling good about yourself, no matter what the scale says! Source: Women Afraid To Eat by Frances M. Berg

**Org Health & Diversity Focus**

Sometimes your belief system is really your fears attached to rules. - Shannon L. Alder

**Human Performance Focus**

**VAGUE OR INTERPRETIVE GUIDANCE**

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**September 19, 2016**

**Safety Focus**

**PROTECTING YOUR EYES**

There really isn't much to be said about protecting your eyes other than you would be foolish not to do so at all times while on the job. Eye protection devices have been used in the construction industries since 1910. While the original eye protection devices were somewhat limited, today there are eye protection devices for every type of exposure. While the wearing of eye protection at all times is strongly encouraged, many projects demand that workers wear eye protection. Just a few of these are:

- Chipping, sledging and hammering on metal, stone or concrete
- Use of manual, pneumatic and power impact tools
- Caulking, brushing and grinding
- Drilling, scaling and scraping
- Handling acids, caustics and creosoted materials
- Welding, cutting and brazing
- Drilling overhead.

**Health Tip of the Day**

**PETS, STRESS AND BLOOD PRESSURE**

University of Buffalo researchers conducted a research study on 48 stockbrokers who had been diagnosed with hypertension. The group was split evenly by gender and all lived alone without a pet prior to the study. Researchers found that those who got dogs or cats were found to have lower blood pressure and heart rates than those who didn't during periods of high stress.

Source: SUNY Buffalo

**Org Health & Diversity Focus**

Respect for the rights of others means peace. - Benito Juarez

**Human Performance Focus**

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**September 20, 2016**

**Safety Focus**

**INDUSTRIAL ERGONOMICS**

You've probably heard the term "ergonomics" before. It's a relatively new field of study concerning how a person interacts with the working environment. "Ergonomics" is a broad field, but the basic goal of an ergonomics program is injury prevention. This injury prevention is accomplished by fitting the job to the worker instead of fitting the worker to the job. Many of the suggestions in this topic can be adapted for use outside the workplace, helping you to prevent injuries at home. Injuries arising from poor ergonomic conditions typically involve the bones, muscles, joints, tendons, and nerves. Symptoms of these injuries are: painful joints, tingling or numbness in hands or feet, back or neck pain, fingers or toes turning white. These symptoms could also be the result of other medical conditions, so check with your doctor if you are concerned about any of these.

**Health Tip of the Day**

**CHIN TUCKS**

If you find your neck is sore after a day at work or a bicycle workout, try the chin tuck.

- Sit erect and tuck chin in while using one hand to assist in pushing the chin backward
- Hold the chin tucked in for 7 seconds. Repeat 2 times.

CAUTION: Stop stretching if you experience unusual pain or numbness in the arms or neck, dizziness, or nausea and consult your medical doctor.

Benefits: This exercise is particularly important to do after working with prolonged forward head postures. Source: Richard W. Bunch, Ph.D., P.T., C.B.E.S.

**Org Health & Diversity Focus**

The diversity of our connections outside our particular tribe is directly proportionate to our ability to listen, learn and love. - Steve Knox

**Human Performance Focus**

**VAGUE OR INTERPRETIVE GUIDANCE**

An example of vague/interpretive guidance could be when employees receive instructions to complete an assignment and miscommunication takes place resulting in misunderstanding of how to complete the task in a safe manner. Remember to use a strong Questioning Attitude to understand the task.

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**September 21, 2016**

**Safety Focus**

**GOOD HYGIENE ON THE JOB**

There's more to good hygiene than being clean. When you're working with chemicals or other hazardous substances, the word "hygiene" takes on a meaning beyond smelling good and looking nice. The goal of good hygiene on the job is to prevent accidental exposures caused by inhaling or ingesting hazardous substances. Some good practices include;

- Smoke, eat, and drink only in designated areas away from areas where hazardous materials are used or stored.
- Do not mix contaminated clothing with your home laundry.
- Always wash before you apply makeup, lotion, lip balm.
- Remove contact lenses when working in an area where vapors are present.
- Keep hazardous material storage areas clean.

**Health Tip of the Day**

**Hydration Quiz: How frequently should you hydrate while exercising?**

- A) Every 15-20 minutes
- B) Every 30-40 minutes
- C) Every 60-90 minutes

Answer: A. Try to drink 4 to 6 ounces of water every 15 to 20 minutes while you exercise  
Source: webmd.com

**Org Health & Diversity Focus**

Our identities are as fluid as our personal experiences are diverse. - Raquel Cepeda, Bird of Paradise: How I Became Latina

**Human Performance Focus**

**VAGUE OR INTERPRETIVE GUIDANCE**

How can we address vague or interpretive guidance? The responsibility belongs to both the worker and the supervisor/leader. Leaders should communicate all the facts and never assume that anything is already understood.

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**September 22, 2016**

**Safety Focus**

**DON'T NEGLECT CUTS**

Infection is often called 'Blood Poisoning'. The term itself indicates that it is a poisoning directly related to blood. The smallest cut, abrasion or scratch is large enough for germs to enter. If they are not wash off they will cause an infection which could lead to blood poisoning. If left untreated, a hand or arm could become so infected that it might possibly have to be amputated. Should you find yourself with a small scratch or cut be sure to get it washed out and properly covered with a clean bandage. 'An ounce of prevention is worth a pound of cure'. Serious cuts and lacerations need to be treated by professional medical personnel. The bottom line is - DON'T NEGLECT CUTS.

**Health Tip of the Day**

**WHAT AFFECTS ABSORPTION?**

Iron supplementation can be beneficial for some people who are at risk of deficiency such as pregnant women, female athletes or women with heavy menstrual cycles. To get the most out of iron supplements, avoid taking them with coffee, tea or milk. These beverages contain substances that can inhibit the absorption of iron. Vitamin C can improve iron absorption, so some doctors suggest taking your iron pill with orange juice. Check with your doctor before adding an iron supplement to your diet. Source: National Institutes of Health

**Org Health & Diversity Focus**

Differences don't necessarily mean conflict, diversity is beautiful! - Sahar El-Nadi, Sandcastles & Snowmen

**Human Performance Focus**

**VAGUE OR INTERPRETIVE GUIDANCE**

How can we address vague or interpretive guidance? The responsibility belongs to both the worker and the supervisor/leader. Ensure pre-job briefs are held and that they are effective.

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**September 23, 2016**

**Safety Focus**

**PREVENTING SPRAINS**

A sprain is an injury to a ligament, the tough, fibrous tissue that connects bones to other bones. Sprain injuries involve a stretching or tearing of this tissue. Ankle, knee and wrist injuries account for the majority of sprains. To minimize the chances of sprains:

- Practice safe housekeeping by keeping work areas clear of clutter.
- Avoid strenuous activity on the job when tired or in pain.
- Use extra caution when working on slippery surfaces such as ice or wet floors.
- When stepping off ladders, always look where you are placing your feet before you put your full weight on them.

**Health Tip of the Day**

**EATING BEFORE EXERCISE**

As a general rule, fueling your body about one to three hours pre-workout can help you avoid any digestive discomfort. Everyone is different, so you might need to experiment and see what works best for your body. Good choices include some carbohydrates as well as protein, such as peanut butter and a banana or Greek yogurt with fruit.

Source: Academy of Nutrition and Dietetics

**Org Health & Diversity Focus**

Beneath the armor of skin/and/bone/and/mind most of our colors are amazingly the same. -  
Aberjhani, Elemental: The Power of Illuminated Love

**Human Performance Focus**

**VAGUE OR INTERPRETIVE GUIDANCE**

How can we address vague or interpretive guidance? The responsibility belongs to both the worker and the supervisor/leader. Write procedures with only one action to perform per step, or one idea conveyed per step.

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**September 24, 2016**

**Safety Focus**

**ABOVE SHOULDER WORKING HEIGHTS**

Working above shoulder height and at workstations that are too high for the task can cause workers to use awkward shoulder, back, and neck postures. Working in these types of awkward postures can increase the risk of musculoskeletal injury, or MSI. Reduce your risk of MSI by avoiding the following:

- Repeating the same movement over and over.
- Holding the same posture for long periods of time.
- Handling heavy weights.
- Working in a twisted posture.

**Health Tip of the Day**

**GREEN CLEANING**

Did you know that many cleaning products contain ingredients that are linked to asthma and other health problems? Reduce your family's risk by choosing "green" cleaning alternatives that are also healthier for the environment. For example, white vinegar diluted with water is a great window cleaner and baking soda mixed with water can be used as a scrubbing agent. Because children can be more vulnerable to toxic chemicals, have them clean with soap and water instead of toxic cleaners. Source: Environmental Working Group

**Org Health & Diversity Focus**

Fear of the unknown and the other is the root of almost all hate. It is born of ignorance and fed by those who would keep us divided. - Tinnেকে Bebout

**Human Performance Focus**

**VAGUE OR INTERPRETIVE GUIDANCE**

How can we address vague or interpretive guidance? The responsibility belongs to both the worker and the supervisor/leader. Write procedures that give complete explanations in simple terms.

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**September 25, 2016**

**Safety Focus**

**SAFE BENDING, LIFTING AND CARRYING**

Good ergonomic design and the use of human performance tools in the workplace are important to preventing lower back injuries, as are the rules for safe lifting and carrying. Always follow these rules, even for lifting light objects:

- Place your feet apart for good balance.
- Bend your knees.
- Hold the object as close to your body as possible.
- Lift smoothly and slowly.
- Pivot with your feet – don't twist your back.
- Push, rather than pull a load.
- Share the load with a partner.
- Get mechanical assistance for heavy loads.

**Health Tip of the Day**

**MOVIE THEATER POPCORN**

Something to think about when you're in line at the next show: a small popcorn (about 6-8 cups) at most theaters ranges between 400 and 700 calories, between 20 and 34 grams of saturated fat and has up to 700 milligrams of sodium. This can be almost two days' worth of saturated fat. The "buttery" topping adds about another 130 calories and 2 grams of saturated fat per tablespoon.

Source: Nutrition Action Healthletter

**Org Health & Diversity Focus**

Preservation of one's own culture does not require contempt or disrespect for other cultures. - Cesar Chavez

**Human Performance Focus**

**VAGUE OR INTERPRETIVE GUIDANCE**

How can we address vague or interpretive guidance? The responsibility belongs to both the worker and the supervisor/leader. Change procedures or guidelines that have vague or interpretive guidance in them.

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**August 26, 2016**

**Safety Focus**

**HAZARD RECOGNITION – PART 1**

Most people have never met a worker who intentionally injured himself or herself. Unfortunately, many workers are seriously injured each year and many people still believe that accidents "just happen." But accidents do not just happen!

What goes wrong? Usually, an error that is within the control of one or more people is at the bottom of things. Often, several errors take place, at the same time, for an accident to occur. So when we analyze accidents, we should focus on which aspects of a task were controlled and which were not. Assuming that workers have been properly trained and all the proper materials and tools were available, what else can go wrong? A lot! Accidents are most frequently due to haste and poor planning.

**Health Tip of the Day**

**FIND YOUR HOBBY TO RELIEVE STRESS**

Participating in pastimes you enjoy, like cooking and writing, gives your mind a break from anxiety and tension because you're focusing on a completely unrelated activity. For example, if a project at work is causing inner anguish, find a healthy distraction like talking with co-workers or playing a game of Solitaire. When you're ready to return to the project, your mind will be more focused and ready to deal with the situation at hand. Source: Carepages.com

**Org Health & Diversity Focus**

I like "multi-"...multiplicity, multicultural, multiplication etc. Any contribution to diversification and value augmentation is achievement. - Rossana Condoleo

**Human Performance Focus**

**VAGUE OR INTERPRETIVE GUIDANCE**

Are roles and responsibilities clear? Are standards, policies or other administrative controls confusing, hard to understand, incomplete or not specific enough? Are instructions written so that they could be interpreted in more than one way? Is there imprecise use of the language, which could lead to a misinterpretation of the work to be performed? These are just a few things that can lead us into the trap of vague or interpretive guidance.

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**September 27, 2016**

**Safety Focus**

**HAZARD RECOGNITION – PART 2**

Don't Take Safety Shortcuts: When workers get out on the job with a supervisor monitoring their output, they are expected to achieve production goals. If they feel their job is on the line, they may pay less attention to safety than to production, in order to look better in the eyes of the boss. This often means poor choices are made that put them and co-workers at risk. Many accidents happen in just this manner.

Plan Ahead! Do a good Pre-Job Brief. It is an employee's responsibility to work safely, and that means taking time to review what is to be done – and what could go wrong. All employees should make it a habit to check out the site and assure the work can be done without mishaps.

**Health Tip of the Day**

**MODIFIED TOE TOUCH STRETCH**

The Modified Toe Touch is preferred over the traditional toe touch stretch because it reduces stress and strain on the lower back. To perform, do the following after warming up or activity:

- Assume ready standing position with feet shoulders width apart in good balance.
- Slowly bend knees to move into semi-squat or full squat position with hands supported on knees.
- Slowly straighten (fully extend) the knees.
- Remove hands from your extended knees and reach to the floor, take a deep breath, exhale, and stretch for at least 7 seconds.
- After the stretch, bend the knees and place hands on knees for support
- Slowly straighten the knees and back to stand fully erect. Repeat 3 times.

**CAUTION:** Stop stretch if you experience any unusual pain, especially radiating pain in the legs or feet and consult your medical physician. **Source:** Richard W. Bunch, Ph.D., P.T., C.B.E.S.

**Org Health & Diversity Focus**

If there is not struggle, there is no progress. - Frederick Douglass

**Human Performance Focus**

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**September 28, 2016**

**Safety Focus**

**HAZARD RECOGNITION – PART 3**

Identify Hazards! The following questions should be asked, to help predict what could go wrong and how risks might be controlled:

- Is the site and the job the same as depicted on the prints?
- Are the necessary materials available to perform the work?
- Does everyone have the proper tools to perform the tasks at hand?
- Are there enough workers to handle the job? Have they all had safety training?
- Are environmental conditions such as light, noise and weather a factor?
- Are there too many people in the area to work safely?
- Have other sub's on the job been notified about hazardous tasks or materials?

Don't wait for accidents to occur! Think and plan ahead!

**Health Tip of the Day**

**HOMEOSTATIC SLEEP DRIVE**

The sleep drive is due to the gradual build-up of a chemical within the brain called adenosine. The longer that a person stays awake, the more adenosine accumulates, leading to an increased desire for sleep. This reaches its peak right before bedtime, but it is also higher in the afternoon compared to the morning. Source: verywell.com

**Org Health & Diversity Focus**

Diversity: The art of thinking independently together. - Malcom Forbes

**Human Performance Focus**

**VAGUE OR INTERPRETIVE GUIDANCE**

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**September 29, 2016**

**Safety Focus**

**HUMAN ERROR TRAPS**

The incidence of human error increases when a person is sleep deprived, under stress, using drugs or alcohol, or is otherwise preoccupied. Something as simple as bright lights can dramatically increase a person's tendency to take risks. Inevitably, some of these mistakes will place the worker in the line of fire. Situational awareness includes being aware of the condition of those working around you. Check on each other throughout the work day. Ask your co-workers how they are feeling. In the case where your co-workers work alone all day, call them up and ask how they are and let them know that you simply want to ensure that they are safe.

**Health Tip of the Day**

**SET YOURSELF UP TO MOVE MORE**

Do you spend much of your time sitting at work or at home? If so, there are simple things you can do to make it easy to move more. Keep walking shoes at your desk so you can take a quick walk during a break. Put small weights or resistance bands at your desk or at home as a simple reminder to squeeze in some strength training. Set reminders on your calendar or smartphone to get up and move for at least a couple of minutes each hour.

Source: HealthFitness

**Org Health & Diversity Focus**

Diversity is about all of us, and about us having to figure out how to walk through this world together. - Jacqueline Woodson.

**Human Performance Focus**

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**September 30, 2016**

**Safety Focus**

**EXAMPLES OF LINE OF FIRE HAZARDS**

Think about the work you do daily. Take note of your tasks that might place you in the line of fire. Examples of line-of-fire hazards:

- Electric hand tools which could kick back if they jam or catch
- Torque wrenches or other levers used to apply force
- Chains or slings under tension
- Loads that could fall or tip as restraints are released
- Fluids (hydraulic, air, water) when a tap is opened or a fitting loosened
- Shards flying when hitting brittle materials with a hammer
- Working around energized equipment

**Health Tip of the Day**

**GUIDELINES FOR THE NOVICE WEIGHT LIFTER FROM THE AMERICAN COLLEGE OF SPORTS MEDICINE**

To build strength, start by identifying the weight you can lift only once with good form. Then do 8-12 repetitions with 60-70% of that weight. Choose for at least one exercise for each major muscle group, two to three times per week on non-consecutive days. A fitness professional can help you develop a personalized weight-lifting program to maximize the strength you gain and reduce your chance of injury. Source: American College of Sports Medicine

**Org Health & Diversity Focus**

We may have different religions, different languages, different colored skin, but we all belong to one human race. - Kofi Annan

**Human Performance Focus**

**VAGUE OR INTERPRETIVE GUIDANCE**

How can we address vague or interpretive guidance? The responsibility belongs to both the worker and the supervisor/leader. Everyone should understand and follow procedures.

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