

January

Winter Safety

Slips, Trips, Falls

Office Safety

Personal Safety

WINTER DRIVING

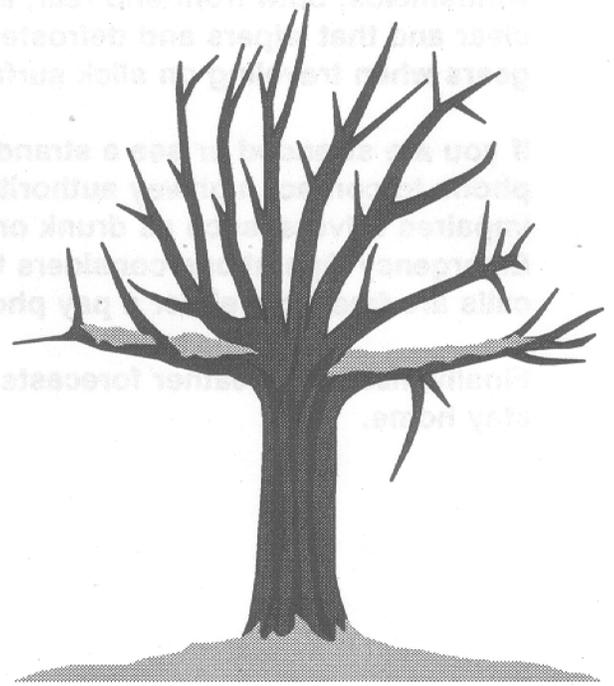
There's nothing more beautiful than a fresh blanket of new-fallen snow. Unless, of course, you're driving in it. Winter snow and ice pose special problems for even the most experienced driver. Take a few moments to learn these basic rules of winter driving safety. When you're prepared for winter driving emergencies, you will be able to say "let it snow, let it snow, let it snow" and mean it.

When the weather turns frosty, prepare your car for the season. Get a complete tune-up. Ask your mechanic to test brakes, battery, and exhaust system, check fluid levels, add anti-freeze, and switch to winter weight oil.

Install snow tires on drive wheels, and be sure to carry emergency tools such as sand salt, shove, chains, snow-scraper/brush, booster cables, blankets and a flashlight with good batteries in your trunk.

The primary problem faced by winter drivers is skidding on slick or icy roadways. If your car should skid, do not brake. Instead, take your foot off the accelerator and turn your car in the direction that you want the front wheels to go. Use gentle, steady motions when turning the steering wheel. Turning too much or too fast can worsen the situation. If for any reason you are unable to gain control of your car, try steering into a snowbank to stop your vehicle.

An equally common problem is getting stuck in the snow. Your wheels spin but your car goes nowhere. This is when emergency equipment is most important. Don't continue to spin your wheels; you will only wind up in a deeper rut. Instead, pour salt, sand, or gravel around the drive wheels to give them something to grab onto and improve traction. You can also shovel snow away from the wheels and out from under the car to clear a pathway.



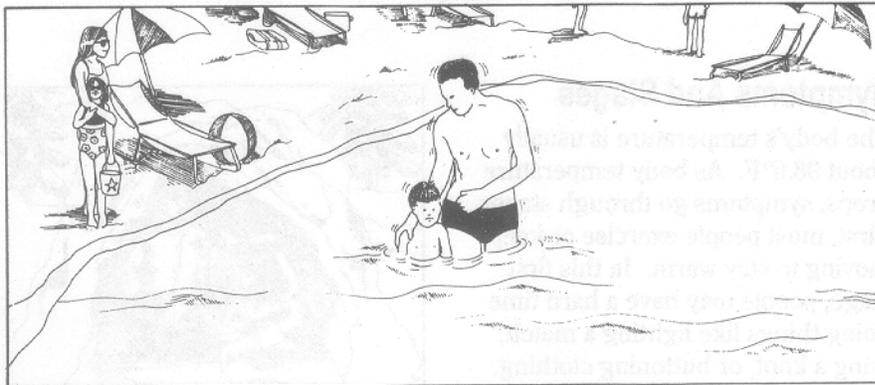
Whenever driving conditions are less than ideal, it pays to be cautious. Drive slowly, test your brakes frequently, and never tailgate. Make sure that windshields, both front and rear, are clear and that wipers and defrosters are in good working condition. Use low gears when traveling on slick surfaces, especially hills, to give added traction.

If you are stranded or see a stranded motorist, you can dial #77 on your cellular phone to contact highway authorities for assistance. To report unsafe or impaired drivers, such as drunk or drugged behavior, dial 911. Maryland Emergency Operations considers that an absolute priority call. Both of these calls are free from either a pay phone or a cellular car phone.

Finally, listen to weather forecasts, and if weather and visibility are hazardous, stay home.

PREVENTING "COLD STRESS"

Protecting Against Hypothermia



Even in warm weather, overexposure to cold water can cause hypothermia.



Layering your clothes allows you to adjust what you're wearing to suit the temperature conditions.

When your body temperature drops even a few degrees below normal (which is about 98.6° F), you can begin to shiver uncontrollably, become weak, drowsy, disoriented, unconscious, even fatally ill. This loss of body heat is known as "cold stress" or hypothermia. Persons who work outdoors, or who enjoy outdoor activities should learn about how to protect against loss of body heat. The following guidelines can help you keep your body warm and avoid the dangerous consequences of hypothermia.

Dress In Layers

Outdoors, indoors, in mild weather or in cold, it pays to dress in layers. Layering your clothes allows you to adjust what you're wearing to suit the temperature conditions. In cold weather, wear cotton, polypropylene, or lightweight wool next to the skin, and wool layers over your undergarments. In warm weather, stick to loose-fitting cotton clothing. For outdoor activities, choose outer garments made of waterproof, wind resistant fabrics such as nylon. And, since a great deal of body heat

is lost through the head, always wear a hat for added protection.

Keep Dry

Water chills your body far more rapidly than air or wind. Even in the heat of summer, falling into a 40° lake can be fatal in a matter of minutes. Always take along a dry set of clothing whenever you are working (or playing) outdoors. Wear waterproof boots in damp or snowy weather, and always pack raingear (even if the forecast calls for sunny skies.)

Take A Companion

The effects of hypothermia can be gradual, and often go unnoticed until it's too late. If you know you'll be outdoors for an extended period of time, take along a companion. (At the very least, let someone know where you'll be and at what time you expect to return.) Ask your companion to check you frequently for overexposure to the cold—do the same for your companion. Check for shivering, slurred speech, mental confusion, drowsiness, and weakness. If either of you shows any of the above signs, get indoors as soon as possible and warm up.

Warmth and Understanding

The key ingredients to preventing loss of body heat are staying warm, and understanding what you can do to protect against conditions that can cause hypothermia. Hypothermia can be fatal, but it can also be prevented.

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HYPOTHERMIA

When a person gets so chilled that his or her body cannot warm up, it's called hypothermia. It's most common in cold temperatures, but some people (such as infants and the elderly) can suffer hypothermia when it's as warm as 70°F. Hypothermia can be fatal. But its risks can be avoided and its effects can be less serious if you take care and use first aid quickly.

Causes Of Hypothermia

People who are not prepared for a change in weather may not dress properly. They can be at risk in even relatively mild temperatures. In both winter and summer, hikers, iceskaters, swimmers, boaters, hunters, and others, are at risk for hypothermia. Water cools your body temperature 25-30 times faster than air, so falling into a 40°F lake can result in death within minutes. Even in the home, turning the heat down too low and not wearing enough clothing can be dangerous.



Your body can get dangerously cold even in moderate weather, especially if you are wet.

Symptoms And Stages

The body's temperature is usually about 98.6°F. As body temperature drops, symptoms go through stages. First, most people exercise or keep moving to stay warm. In this first stage, people may have a hard time doing things like lighting a match, tying a knot, or buttoning clothing. Next, speech becomes slurred. Victims may stumble, seem confused, or deny that they are cold or need medical attention. They may seem weak or tired. At this point shivering may stop. Breathing may be shallow and the pulse hard to find. As the body gets colder, muscles become stiff and the heartbeat becomes uneven. Unconsciousness sets in. Death can result if breathing or the heart stops.

Symptoms in the Elderly

The elderly may have additional symptoms such as difficulty walking. One side of the body may tremble, or movements may be stiff. Skin may look bloated, pale, or blotchy and pink.

First Aid Fast

Even if you only suspect hypothermia, call an ambulance or doctor right away. It may be a life-or-death call. Then, use first aid, which can save the victim's life. Bring the person into a warm place. If that's impossible, shelter from any wind, rain, or snow and keep the head covered. Remove all wet clothing and bundle with dry blankets or dress in dry clothing. Don't rub or massage the victim or place the



Shelter victim from wind, rain, and snow and keep the head covered.

victim in hot water. Give warm beverages (but no alcohol or caffeine) if the person is conscious. If the person is unconscious, use artificial respiration or CPR if you are trained in this life-saving technique.

Prevention Is Protection

Whenever you go outdoors, especially in cold weather, think about how to prevent exposure to the cold. Dress warmly, stay dry, and bring along extra dry clothes. Always have a buddy with you or let someone know where you'll be and when you expect to be back. Carry blankets, matches, first aid kit, and flashlight. If you are boating, wear a flotation device and layers of clothing. If you fall into cold water, huddle with others, or if you're alone, curl into a ball. People living alone should make an effort to speak to other persons every day, eat hot meals, wear enough clothing indoors, and keep their homes warm enough. State and local agencies can help weatherize homes for low income people.



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Falls Are A Leading Cause Of Workplace Injuries



- When carrying a load, make sure you can see over or around it.
- Don't tip back in a chair. Chairs should have five legs to prevent tipping accidents.
- Don't run on staircases or along walkways.
- Do not jump down from high places such as vehicle cabs, tailgates or loading docks.
- Watch out for unexpected hazards such as unguarded floor openings. Report them so that they can be correctly covered and guarded.
- Take extra care on any surfaces which might be slippery or rough. Take small steps and walk slowly.
- When working on slippery surfaces, or when the weather is icy, wear shoes with non-slip soles.
- When spills occur, clean them up or report them right way. This includes spills of grease or oil, or water and other substances. It also includes the accumulations of ice, water and mud which are tracked in from the outdoors.
- Newly waxed and high gloss floors represent particular hazards, so take care. Pay attention to signs such as "Caution, Wet Floor."
- Keep drawers of desks, cupboards and filing cabinets closed so that someone cannot fall over them.

In case you think that you are not a likely candidate for a workplace fall injury, think again. Falls remain the leading cause of injuries in North American workplaces.

Only motor vehicles cause more accidental deaths than falls do. So it is very important for you to work safely to prevent these falling accidents.

Most of these workplace falls are from the same level (as opposed to a fall from heights). That means they are mostly the kind of fall which occurs when you slip or trip.

Follow these tips to reduce your chances of a fall accident:

- Keep traffic areas and stairways free of clutter such as storage boxes, trash, hoses, cables and cords.
- Look out for fall hazards such as loose tile or carpets, and broken railings and stair risers. Report any such problems so they can be repaired.
- Use adequate lighting. Report any burned-out lights. Turn on lights before entering an area.
- Use the handrail when traveling up or down the stairs.

- Do not stand on makeshift platforms such as a chair on top of a desk. Instead, correctly use a stepstool, ladder or scaffold.
- Never stand on the top few rungs of a straight ladder or a stepladder.
- Do not lean out from a ladder.

Even if you do begin to fall, you might be able to save yourself from injury if you remember these tips:

- Relax. Bend your arms and legs. Try to sink to the floor.
- Catch your fall with your hand instead of your back or your head.
- Hit the ground rolling.
- If you think you might be injured, do not move. Wait for help instead.

Remember, falls cause the majority of workplace injuries. Work safely and pay attention.

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OFFICE SAFETY

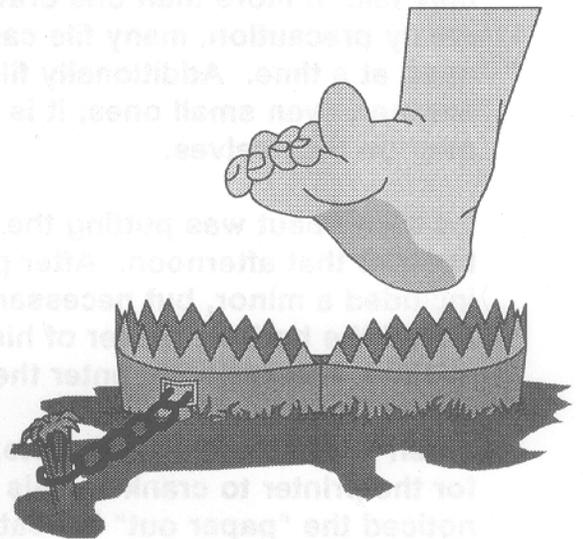
Offices are deceptive when it comes to safety. They look much safer than they really are. Many people who work in offices assume that on-the-job safety is not something they have to worry about. Many office workers receive injuries and permanent disabilities in accidents each year. Out of the approximately two million disabling injuries that occur in the workplace every year, many take place in offices like those here at APG. For example, of the whopping three hundred thousand people who suffer from serious workplace falls every year, a large number are office workers. Back injuries are all too common in offices, and of all those harmed by electricity or fire on the job, many work in an office environment.

Unfortunately, the "it can't happen here" attitude of many office employees only increases their chance of experiencing such job-related injuries. When people aren't aware of the potential hazards that exist in their workplace, or they become complacent about an office environment, they may act carelessly, thereby increasing their risk of injury.

Employees who work in offices usually don't see their jobs as very dangerous. After all, they probably don't have to wear a hard hat, safety shoes, or protective eyewear to complete their daily tasks safely. While office workers probably wouldn't describe their jobs as high risk, they do face certain hazards in the office. In fact, hazards are most dangerous when they are least expected.

While many different kinds of accidents contribute to office injuries, slipping is the top cause of injury in an office environment. For example, employees wearing slick soled shoes encounter a slipping hazard with waxed flooring. Uncleaned spills present yet another slipping hazard. And, during the course of routine wear and tear, floorboards and tiles can loosen creating a danger for tripping.

Tripping hazards can be created when cords and cables from electrical equipment and phones are routed through traffic areas. When cords must cross traffic routes, they should be taped down or put in special ducts made for that specific purpose.



General good housekeeping contributes to a safer office. By keeping aiseways free from clutter, and boxes of materials and supplies stacked away from traffic areas, an office generates a safety conscientious atmosphere. A side benefit of a neat and tidy office is the perception of good organization.

Most people don't examine a chair prior to taking a seat. They take for granted that the furniture they are about to sit in is stable. Sometimes, that is not the case. Did you ever sit in a chair that tipped backward and made you feel like you were going to fall to the floor? Damaged furniture and equipment, such as stools, chairs, and stepladders, should be removed from service as soon as they become damaged to prevent personal injury to an unsuspecting employee.

Even the sturdiest of filing cabinets can be deadly. When a cabinet is empty, it should be loaded from the bottom up. If the top drawer is filled first, the cabinet may fall. If more than one drawer at a time is open, the cabinet may fall. As a safety precaution, many file cabinets are designed to allow only one drawer open at a time. Additionally filing cabinets should not be stacked on top of one another, even small ones; it is too easy for an employee to pull the top cabinet over on themselves.

Ed Kasterbaut was putting the finishing touches on the final budget report due by COB that afternoon. After proofreading the report, he realized he had not included a minor, but necessary, statistical figure for purchases. Hastily, he pulled the bottom drawer of his filing cabinet open, took out the material he needed, and began to enter the data, leaving the drawer open.

When the report was complete, he hit the function key to print it out. He waited for the printer to crank out his document but nothing happened. Then he noticed the "paper out" indicator on the printer was blinking.

While Ed was in the supply room searching for paper, Ralph Hutchins hurried into Ed's office to check the budget figures against the report Ralph was working on. Carefully reading the report as he was entering Ed's office, Ralph tripped on the open file cabinet drawer. He fell into the bookcase and ended up with a laceration to his scalp and a trip to the clinic. Ralph took 10 stitches home with him that evening.

Employees may not always realize when one of their actions could be putting their safety at risk. Or, even if they are aware that their actions are risky, they may simply tell themselves that they don't have time to do it another way, or it's no big deal: nothing will happen. That means they are setting themselves, and those around them, up for a personal injury.

When unsafe situations occur, the time to take corrective action is before an accident has time to occur. Hazards can be eliminated by taking steps to correct the situation, if you are qualified to do so and can do so safely. However, when that is not the case, block off the area, post a warning sign if necessary, and/or ask someone to stand guard to prevent someone from getting hurt. Then notify the proper person who can resolve the situation. Remember, just because you work in an office situation, that does not mean safety precautions are not needed. Every work environment contains potential safety hazards. So, it is essential that you realize you must always think about what you are doing on the job and avoid any behaviors that could very well lead to injury.

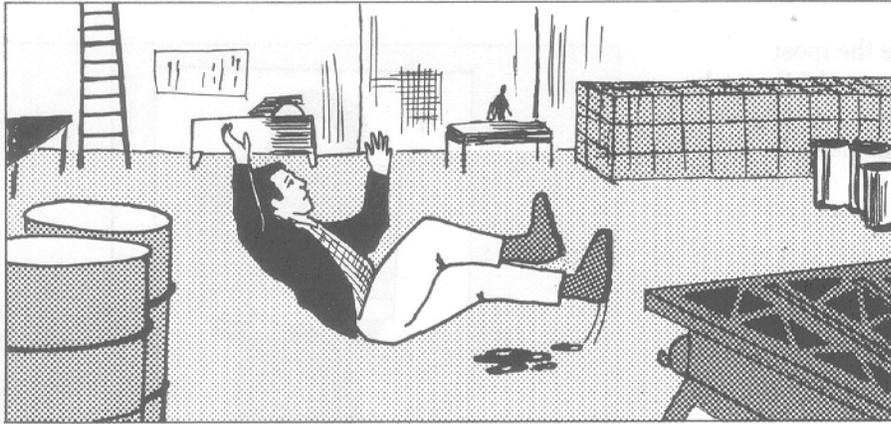
by:

Susie Ashby

Installation Safety Division

FALL PREVENTION FOR PLANT WORKERS

Avoiding Slips and Falls at the Worksite



Unsafe practices invite accidental falls.

Each year, hundreds of workers die (and thousands more are left disabled) from falls on the job. The statistics are alarming, but *you* can change them. The fact is, almost all falls can be prevented. All it takes is learning how to recognize fall hazards and how to prevent them.

Understanding Balance

A fall occurs when you lose your balance and your footing. In short, your center of gravity is displaced and there's nowhere to go but down. You may be thrown off balance by a slip (on a wet floor, for example) or a trip (over an obstacle in your path), but once you lose your footing and support, a fall is inevitable.

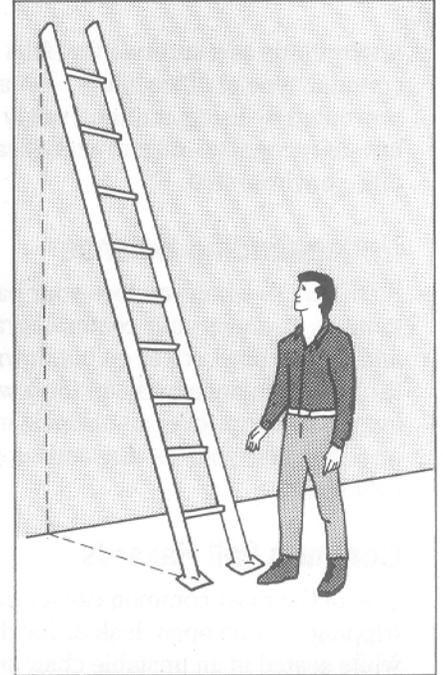
Common Fall Hazards

One of the most common causes of fall hazards at the worksite is the unsafe use of ladders—using ladders incorrectly or using the wrong ladder for a particular job. Unsafe vehicle practices—failure to

use safety cages, jumping on or off lift gates, and so on, also invite accidental injury. Slippery surfaces and inappropriate footwear can also lead to slips and falls. Poor lighting, obstacles in walkways, inattention and hurrying are other common causes of fall-related injuries. The following checklist can help you prevent falls before they happen.

Fall Prevention Checklist

- Use the 4-1 ladder rule (set the base of your ladder one foot away from the wall for every 4 feet of ladder height).
- Make sure extension ladders have safety shoes.
- Tie off ladder or have someone support the base.
- Never use the top 2 rungs of a ladder.
- Never over-reach, especially while on a ladder.
- Secure wires, cords, and cables
- Use safety cages and fall restraint devices when available.
- Wear slip-resistant footwear.
- Clean up debris after each job, and report accidental spills immediately.
- Make sure walkways and stairs are well-lighted.
- Look before you walk—make sure your pathway is clear.
- Walk, don't run!



Use the 4-1 rule for ladder safety—set the base of the ladder 1 foot away from the wall for every 4 feet of ladder height.

FALL PREVENTION FOR OFFICE WORKERS

Avoiding Slips and Falls At The Office

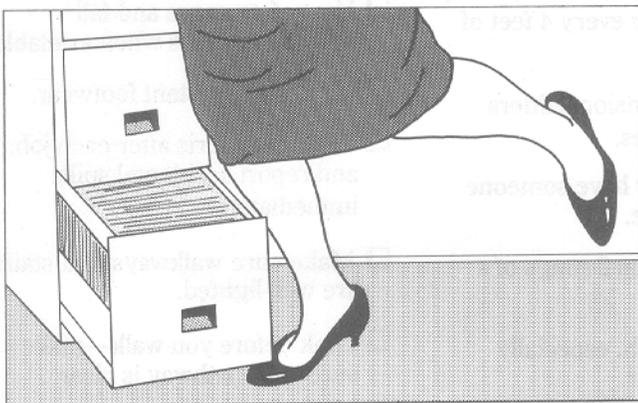
It may come as a surprise that falls are the most common type of office injury. Yet almost all falls can be prevented by using common safety sense and learning how to recognize and correct typical fall hazards in the office environment.

Understanding Balance

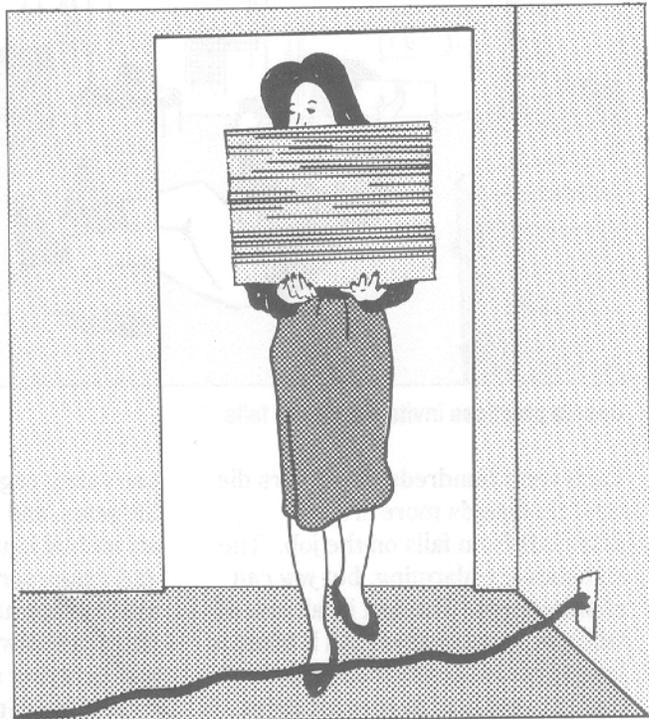
A fall occurs when you lose your balance and your footing. In short, your center of gravity is displaced and there's nowhere to go but down. You may be thrown off balance by a slip (on a wet floor, for example) or a trip (over an obstacle in your path), but once you lose your footing and support, a fall is inevitable.

Common Fall Hazards

One of the most common causes of office falls is tripping over an open desk or file drawer. Bending while seated in an unstable chair and tripping over electrical cords or wires are other common hazards. Office falls are frequently caused by using makeshift "ladders" (such as a chair, or a stack of boxes) and by slipping on wet floors (by the water cooler or coffee machine, for example). Loose carpeting, objects stored in halls or walkways, and inadequate lighting are other hazards that invite accidental falls. Fortunately, all of these fall hazards are preventable. The following checklist can help you stop a fall before it happens.



One of the most common causes of office falls is tripping over an open drawer.



Look before you walk—make sure your pathway is clear.

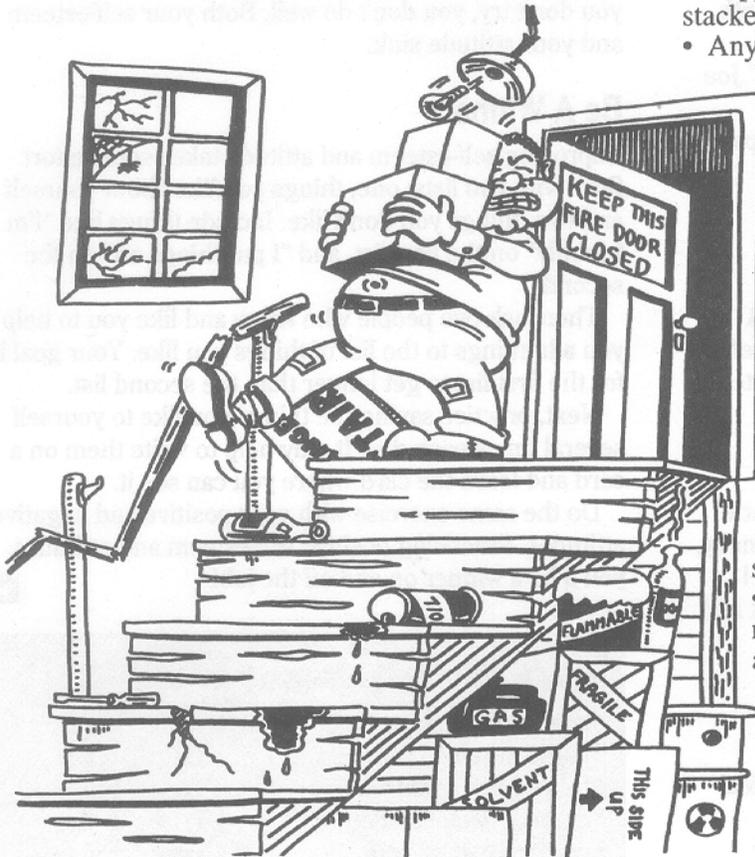
Fall Prevention Checklist

- Look before you walk—make sure your pathway is clear.
- Close drawers after every use.
- Avoid bending, twisting, and leaning backwards while seated.
- Secure electrical cords and wires away from walkways.
- Always use an appropriate stepladder for overhead reaching.
- Clean up spills immediately.
- If you see anything on the floor—a pen, a paper clip, etc.—pick it up.
- Report loose carpeting or damaged flooring to appropriate manager.
- Make sure walkways are well-lighted.
- Walk, don't run!



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Clutter Causes Casualties



What does housekeeping have to do with safety? Lots! A workplace which is orderly and clean helps keep you safe from falls, fires and many other kinds of accidents and injuries.

Clutter and disorder contribute to many workplace accidents. To help prevent them, use this checklist to find and eliminate the hazards of poor workplace housekeeping:

- Floors are free of water, mud, ice, grease, trash and waste materials.
- Traffic routes remain clear. They are free of tripping hazards such as electrical cables, hoses and stored materials.
- Exits and stairways are well marked. They are kept

- clear at all times, and are not used for storage.
- Fire extinguishers are kept charged according to a regular schedule. They are located where they will be easily accessible in case of a fire. They are not obstructed by stored materials.
- Trash cans are located where they are needed, and are emptied regularly.
- Oily rags are disposed of in covered metal cans.
- Lighting is adequate for safety. Burned-out lights are replaced promptly.
- Supplies and materials are stored safely. They are stacked so that they cannot fall.
- Any potentially hazardous materials are safely stored in the correct kinds of containers. They are correctly labeled and accompanied by Material Safety Data Sheets. Storage arrangements take into account the requirements of temperature, ventilation and humidity for various materials. Potentially incompatible materials are separated.
- Flammable and combustible materials are stored away from sources of ignition.
- Machinery is kept clean, free of oil, grease and dust. Equipment is maintained properly to prevent fires and accidents.
- Tools are cleaned and put away right after they are used. There are designated places for tools.
- Work stations are left clean at the end of the shift.
- Surfaces and equipment are checked over regularly for hazards such as protruding nails and rough surfaces. These could cause accidents such as eye injuries, cuts and bruises.
- Stools and chairs are placed so that they are not tripping hazards. They are kept in good repair. When chairs or stools are damaged, they are removed from service so that they cannot be used accidentally.
- Drawers and cabinet doors are kept closed to prevent tripping accidents. Filing cabinets are filled from the bottom up to prevent them from tipping over.
- Any smoking is confined to certain designated areas. Ashtrays are available and are used.
- Lunch areas are kept clean and free of trash. Washrooms are also kept clean and dry.
- Everyone takes responsibility for jobsite housekeeping. All employees know how to report safety hazards so that they will be corrected.

Remember that a safe workplace depends on each and every employee taking responsibility for good housekeeping — to prevent fires, falls and other accidents.

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LIKING YOURSELF

People Work Better When They Feel Better

Everyone likes Joe. He's usually smiling and helpful. He'll always give you a hand without complaining. Joe has a positive attitude.

If you ask Joe, he'll tell you he's pretty content with himself. "I guess you could say I like myself," he'll answer. "I try to be a nice guy and a good worker." Joe has high self-esteem.

Positive attitudes and high self-esteem help people feel good about themselves. Then, they're good employees.

Positive Attitude

Attitude is another way of saying "state of mind." A positive attitude is when you feel enthusiastic, hopeful and full of energy. You try hard to do what's expected of you, and often succeed. Even when things are difficult, you try to do your best. You set goals for yourself and try to meet them.

The opposite of a positive attitude is a negative attitude. Some people have negative attitudes occasionally, and some have them all the time. These people feel grumpy, look sloppy, perform carelessly, and don't add much that's good to work or home. They may get bored, tired or discouraged easily.

Self-Esteem

People with high self-esteem like themselves and feel proud of who they are. They feel good about their friendships, work relationships, and families. They know that people usually like them. They are able to let go of situations they can't control, but they take action if it can help.

People with low self-esteem often were told negative things about themselves as children: "You're no smarter than he is!" When they grow up, they need to learn to improve their self-esteem.

Working Together

Attitude and self-esteem work together. If you feel good about yourself, you'll often expect to do well. You'll try hard because you expect it to be worth your effort. When you succeed, it reinforces both your high self-esteem and your positive attitude.

The opposite is true, too. If your self-esteem is low, you don't feel that anything you can do will be appreciated. So you don't try—that's a negative attitude. When you don't try, you don't do well. Both your self-esteem and your attitude sink.

Be A Winner!

Improving self-esteem and attitude takes some effort. Start with two lists: one, things you like about yourself and two, things you don't like. Include things like "I'm friendly" on the first list, and "I put things off" on the second.

Then, ask two people who know and like you to help you add things to the list of things you like. Your goal is for the first list to get longer than the second list.

Next, practice saying the things you like to yourself several times each day. It may help to write them on a card and leave the card where you can see it.

Do the same exercise with your positive and negative attitudes. Practicing positive self-esteem and attitudes, you'll be a winner on and off the job! 

How's Your Self-Esteem?

Answer how you feel most of the time.

I enjoy my close relationships.	True	False
I think I do a good job.	True	False
I'm rarely jealous of others.	True	False
I can laugh at myself.	True	False
I enjoy meeting new people.	True	False
I'm an honest person.	True	False
I like myself.	True	False
People like me.	True	False
I'm open to changes.	True	False
I'm a worthwhile person.	True	False
I'm hardly ever depressed.	True	False

Count up the numbers of "Trues". 9 or more: your self-esteem is high. Good work! 5 to 8: Take the time to practice suggestions in this article. You're worth it! 4 or under: you're a much better person than you think. Ask friends, family and coworkers to tell you how!

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MANAGING WORK STRESS

Practical Suggestions

Pressure at work, worry about a sick child, not enough time: many things can cause stress on the job.

There are many *positive* ways to deal with *negative* stress. This sheet will give you some suggestions you may find helpful.

Identify Stress

What is stress? Simply, it is when you are asked to respond to any person or event. Stress is neither good nor bad. As a matter of fact, if your life had no stress, it would mean no one and nothing is asking you to respond. You would hardly be living at all!

These are examples of stress: trouble with a coworker; worry about layoffs; the excitement of a promotion.

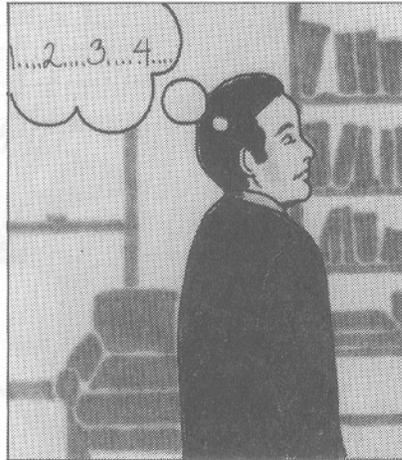
You can learn to handle stresses related to your job. First, write them down in a few words: "new job, lots of changes;" "long commute;" "kids have to wait for dinner."

Don't be surprised if your list is long. Most people who work must juggle many parts of their lives. This in itself can be stressful.

Identify Responses

Next to each stress, write down a few ways you usually deal with it: "watch T.V. when I get home;" "listen to radio during traffic jams;" "have older child fix a snack for the little ones."

When you're done, look over your list. Place a check mark next to the responses that don't work well or are not good for your body.



When you are tense or angry, take 5 deep breaths.

New Responses

You can come up with ideas for new ways to respond. You might ask a family member or friend to help you with this part.

Go through all your checked responses and brainstorm some new responses. "Brainstorm" means think up ideas without deciding whether they're good or



Find healthy ways to relax after a stressful day.

not. The more ideas you come up with, the more chance you'll come up with a good one.

Try to come up with at least three ideas for each stress. For example, let's say the stress is time pressure: you never have enough time to get your work done. A list of brainstorm responses might be: 1. get to work earlier; 2. make a list of what things are most important to do first; 3. figure out what my "time wasters" are.

Once you have all your ideas, go through them. Pick one or two that might help you experience less stress related to work. Commit yourself to starting them all within two weeks.

Helping Hints

These extra hints can help you manage your stress at work.

1. When you are tense or angry, take five deep breaths.
2. Avoid unhealthy ways of relaxing. Alcohol, drugs, cigarettes, and overeating add to your stresses in the long run.
3. These can be signs of *distress*: headaches, stomach aches, drinking alcohol every day (including beer), frequent tense or angry feelings. If you show signs of distress, you may want to see a counselor. He or she can help you change the way you respond to the stresses in your life.

Everyone has some stress on and off the job. Think about how you respond to your stresses. It can help you manage them better.

ASSAULT PREVENTION

Personal And Family Safety

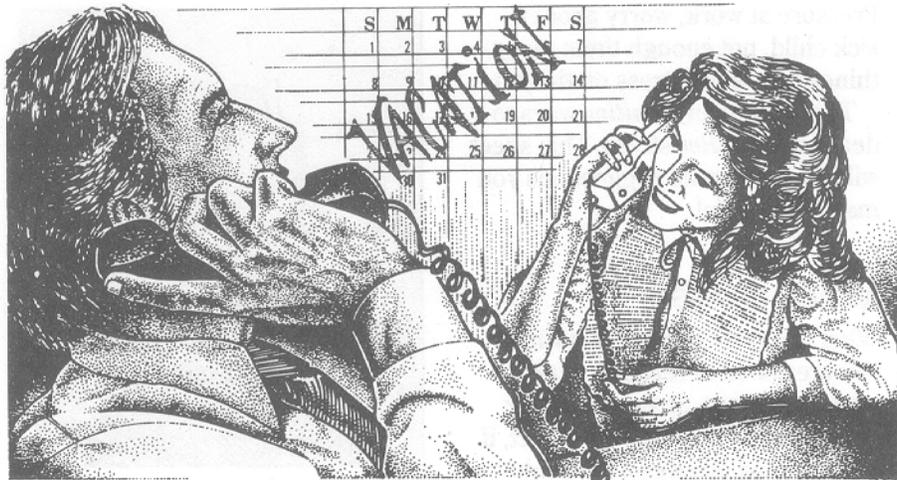
While none of us likes to think about the possibility of ourselves or our loved ones being assaulted—robbed, harassed, beaten up, or even raped—our best defense against such horrible crimes is prevention. Self-protection means becoming aware of potentially threatening situations, and knowing how to react if threatened. There are a number of things that you and your family can do to ensure your own personal safety.

Safe Homes

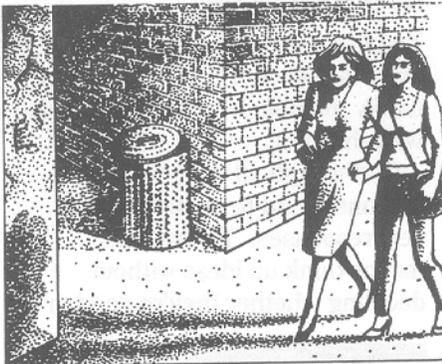
Making your home as safe as possible is relatively simple, but extremely important. Never leave doors or windows unlocked while you are away from home. Leave lights on (outside and inside) when you know you'll be returning after dark. Never allow a stranger into your home. To avoid forced entry, install a peephole in your door so that you can screen callers before opening your door. Let a friend, neighbor, or local police know if you'll be away from your home for an extended period of time. Cancel newspaper delivery while you're gone and ask someone to pick up your mail. Keep emergency phone numbers posted prominently near telephones where all family members can see them.

Safe Neighborhoods

Many communities have started "neighborhood watch" clubs or block organizations to help one another keep their neighborhoods safe and crime-free. These clubs



Let a friend, neighbor, or local police know if you'll be away from your home for an extended period of time.



Whenever possible, walk in brightly lit areas—avoid alleys, side streets, and other shortcuts.

encourage members to keep in touch with one another on a regular basis and to report suspicious persons or activities to their local police. Club meetings may focus on specific aspects of personal safety or ways to improve home security among other topics. If you are interested in starting a neighbor-

hood club in your vicinity, call your local police department for more information.

Safe Practices

One way to avoid becoming a victim of assault is to avoid acting like a victim. In other words, always be sure of yourself and of your surroundings—especially after dark or when traveling in "dangerous" areas. Carry an emergency whistle on your key chain, and hold it in your hands when walking. Use it if you are threatened—the shrill noise may scare away a potential assailant. Wear comfortable shoes and clothes that will allow you to run if necessary. Don't walk alone—bring along a companion. Carry your purse or briefcase securely, and keep your wallet in an inside pocket. Whenever possible, walk in brightly lit areas—avoid alleys, side streets, and other shortcuts.

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RAPE PREVENTION

Tips For Your Personal Safety



Never walk alone, especially after dark or in areas that are poorly lit or "off the beaten path."

Rape is among the most ugly crimes known to society. While both women and men can be victims of rape, women continue to be the group most commonly affected by this particular brand of violent crime. By learning self-defense, general guidelines for personal safety, and what to do if attacked, women can help protect themselves from this most hideous of crimes.

Learn Self-Defense

Because most women are biologically smaller, and often less physically strong than men, self-defense techniques can be helpful in subduing a potentially powerful assailant. These techniques—such as karate—rely more on agility than on physical strength, but must be learned from a qualified professional and practiced regularly to be useful. Women may also benefit by developing their physical strength

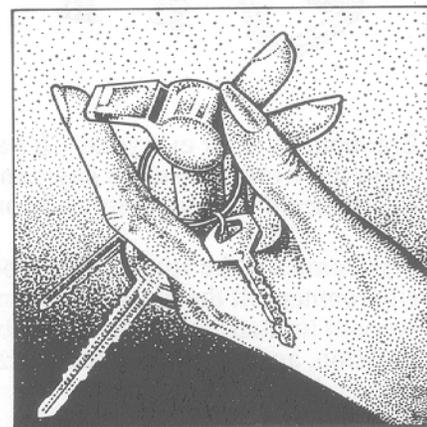
and stamina through a regular program of aerobic and muscular conditioning exercises.

Personal Safety

Never walk alone, especially after dark or in areas that are poorly lit or "off the beaten path." (It is less likely that anyone would hear your calls for help if you were threatened.) Carry a rescue whistle on your key ring, and use it if you are approached by a suspicious person. Keep your keys in your hand if you are walking to a parked car—you won't have to fumble in your purse when you get there, and, if you should be attacked, you can rake your keys across your assailant's face. Never enter a parked car until you've checked to see that no one is hiding inside. Dress in comfortable shoes and clothes that allow freedom of movement, so that you can run if necessary.

If You're Attacked

If, in spite of your precautions, you are attacked, your best defense may be to make enough noise to scare your assailant away—blow your whistle, scream "fire"—try to attract other people's attention. If no one is nearby, you can also try to disgust your attacker—wretch, vomit, tell him you have a sexually transmitted disease—anything to save your life. If your attacker is armed, you must decide whether you are willing to sacrifice your life rather than allow the assault. It is not an easy question for anyone to answer, but one that all women should come to terms with. If you are raped, go directly to a hospital or the nearest police station—don't shower or change clothes. Seek help through a rape crisis center near you. The affects of rape can be physically and emotionally devastating, but you *can* survive with compassion and caring. 



Carry a rescue whistle on your key ring, and use it if you are approached by a suspicious person.

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Ergonomics



One focus is prevention of injuries in the muscles, joints and nerves which can be caused by repetitive work, strain, impact or vibration. People who do the same task over and over throughout the shift — such as assembly line workers or keyboard operators — are among those most frequently subject to repetitive strain and cumulative injuries. These problems might start out as minor aches and pains, but they can end up as permanent injuries such as back problems. Carpal Tunnel Syndrome is one common type of repetitive injury that can lead to a permanent disability in the hands and wrists.

Your employer relies on the resources of experts to design tools, machinery and work stations which are safe and comfortable to use. But you may also be able to do quite a bit yourself to improve your work area and tools even more.

Here are some examples:

- Adjust your work station for a better fit. This could mean raising your chair, lowering your work bench or obtaining a foot rest. You might be able to rearrange the lighting or set your work surface at a better angle.

- Adapt your tools. Use tools which are designed so that you can keep your hands, arms and back in a comfortable, natural position while you work. Use tools which have handles which are longer, padded, or angled better to lessen strain and vibration.

- Arrange your area for the way you work. Lay out tools and materials where you can reach them without excessive stretching, bending or twisting of your body. Store materials on shelves at a comfortable height so that you don't have to do as much lifting.

- Take breaks. Plan your work so that you can switch from one task to another to avoid back problems and repetitive strain injuries. Be sure to use your scheduled breaks to stretch and move around.

- Pay attention to how you feel when you work. For example, if you feel muscle strain, try to adjust your work station to prevent it.

Take an "ergonomic" tour of your work area. Consider what you can arrange better to prevent problems such as muscle strain and harmful repetitive motions.

Ergonomics is for everyone. It's a word you hear a lot in the workplace these days, and it affects your safety, health, productivity and comfort on the job.

Ergonomics is the study of how tools and the working environment fit the worker. Ergonomics takes into account limitations of the human body in a work situation, and the differences in size, shape and ability among different people.

The science of ergonomics is a fairly new idea in the work environment. It used to be that the workers were expected to adapt themselves to fit the work and the equipment. Now the work and equipment are expected to fit the person.

EXAMPLE



1 October 2000

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(AMSSB-GSH-S)

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DAVID G. BURDICK
Adjutant General

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