

news & notes

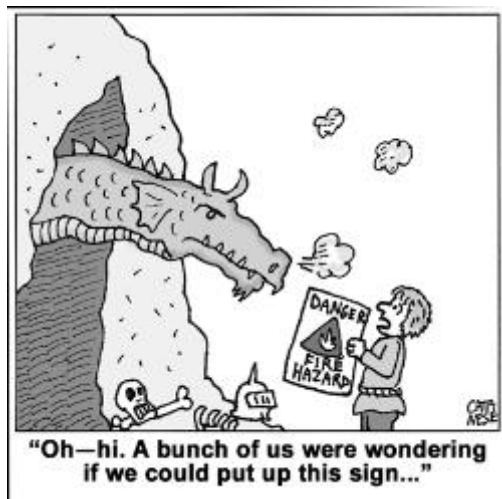
BURN AWARENESS WEEK

Burns are a common workplace injury. When they're not too serious, they can be effectively treated with first aid. But some burns can be serious—even life threatening—and these require immediate professional medical attention as well as appropriate on-the-spot first aid.

This means you need to know how to treat minor burns and how to care for more serious burns until help arrives. And you need to be able to identify the difference between a bad burn and a minor one, too. What better time to learn all about workplace burns than during **National Burn Awareness Week**, which is **February 7 to 13** this year?

How bad a burn is depends on how many layers it affects. Minor heat burns just affect the outer layer of skin. They may be uncomfortable, but they aren't a big health risk. Deeper burns that injure or destroy the next layer of skin, however, are a cause for concern. When this layer is affected, infection is a risk that has to be controlled. The most serious burns go really deep and injure or destroy muscle and nerve tissue.

The least serious burns are known as "first-degree" burns because they only affect the first layer of skin. The most serious burns are "third-degree" burns. First-degree burns are easy to identify. The top layer of skin gets red right away. Second-degree burns involve both reddened skin and some blistering. Third-degree burns look charred, and you might be able to see tissue underneath the destroyed skin that appears white.



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Heart Health at Work

Follow these nine tips

Heart health is not just an off-the-job priority. Because you spend so many hours at work each week, you need to make sure those hours are healthy ones. Follow these to make heart health part of the job every day.

1. Stand rather than sit whenever you can—i.e., when talking on the telephone.
2. Take a walk during your break.
3. Take the stairs rather than the elevator.
4. Brainstorm project ideas while walking.
5. Walk down the hall to speak with someone rather than sending an e-mail.
6. Have stand-up meetings.
7. Form a sports team to raise money for charity events.
8. Relieve stress by taking a mental mini-vacation every day. Close your door or go to a quiet spot and relax while picturing yourself in your favorite escape, such as the beach, the mountains, or the woods. Close your eyes, breathe deeply, and let the stress of the day pass you by.
9. Keep heart-healthy snacks in your desk, mini-fridge, or locker, including:
 - Air-popped popcorn
 - Gelatin
 - Angel food cake
 - Gingersnaps or fig bar cookies
 - Animal crackers or graham crackers
 - Peanut butter in celery sticks
 - Canned, fresh, or dried fruit
 - Pretzels
 - Fat-free or 1% milk
 - Sherbet, popsicles
 - Flavored low-fat yogurt, plain or with fruit
 - Vegetable sticks
 - Fruit juices

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HOW TO BE A PROFESSIONAL

Being professional on the job means being competent, ethical, respectful, reliable, and conscientious. In addition, professionals always:

- **Follow company policies.**
- **Put in a full day's work** and maintain a good attendance record.
- **Perform to the best of their ability.**
- **Get their work done** in a timely and accurate manner.
- **Keep promises** and commitments.
- **Respect co-workers** and differences among people.
- **Are open and up front**—they never talk behind another's back.
- **Maintain high standards.**
- **Solve problems** rather than create them.
- **Offer positive, useful feedback.**
- **Help others** learn and succeed.
- **Deal with conflicts openly**, directly, promptly, and maturely.
- **Admit their mistakes** and don't blame others for their failures.
- **Keep their tempers** under control.

THE WELL-PLACED PAUSE

When you need to explain something to someone, pause from time to time to give your listener the chance to digest what you've said. You may be tempted to keep talking, especially when you're trying to persuade or convince another person.

But without carefully placed pauses, your listener may reach information overload, and you will have a tougher time getting your point across.



Shovel Safely

Save your back with these tips

Snow is beautiful to look at, but it can be heavy and hazardous to your back when you have to shovel it. Follow these tips for clearing the snow without throwing your back out:

- **Keep warm.** Warm muscles are less likely to be injured. Wear a warm coat or vest to keep your trunk warm. Also wear a hat because you lose a lot of body heat through your head.
- **Watch out for icy surfaces.** Many back injuries are the result of falls. Also prevent falls by wearing shoes or boots with good traction.
- **Maintain a wide stance.** Place your feet a comfortable distance apart so that you have a stable base from which to lift a shovel load of snow.
- **Bend your knees and lift with your legs.** As with any other kind of lifting, use your strong leg muscles, not your back, to do the work.
- **Keep your lower back comfortably straight.** This action puts less strain on lower back muscles while you are lifting the snow.
- **Work slowly.** Take it easy, especially when you start.
- **Lift small amounts at a time**—especially wet and heavy snow.
- **Inhale before each lift.** Take a breath before you load your shovel and exhale as you dump the load.
- **Throw the snow in the same direction as your feet are pointing.** Don't twist your body; twisting can injure back muscles.

Short Days, Long Month

Let the sunshine in

February may be the shortest month of the year, but short days and lack of light may make it seem endless. If the lack of light has you down, try these tips to brighten your work days.

- **Get as much sunlight as you can.** Try to get outdoors for an hour a day. If you can, walk before work. At work, use lunch and break times to walk outdoors.
- **Let the light in.** Throw open your curtains and raise your blinds. If you can, work near a window.
- **Brighten up your cubicle with lamps.**
- **Take your annual vacation** during the winter months in a sunny climate, if possible.
- **Stay away from sugars and starches.** Eat a low-fat, well-balanced diet with lots of vegetables and fruits.
- **Limit caffeine.** Take an herbal tea break instead.
- **Keep active.** Exercise releases endorphins, which are natural mood lifters. Join an exercise or yoga class at work.
- **Stay social.** Resist the impulse to hibernate. Take that co-worker up on the offer to eat lunch together.

Keep your spirits—and your productivity—high by letting the sun shine in all month long. Spring will be here soon!