

San Benito County



10 Tool Tips

TopSafety

Tools are supposed to make life easier, but when used improperly and in an unsafe manner, they can lead to problems. Follow these 10 tips:

1. **CHOOSE** the correct tool for the job. Example: Don't use your screwdriver as a hammer or a chisel.
2. **DIRECT** saw blades, knives or other sharp tools away from yourself, co-workers and aisle areas.
3. **CARRY** sharp or pointed tools securely in a tool belt or box, never in your pocket.
4. **USE** a pneumatic tool only if you have received training and authorization to do so.
5. **DON'T** carry tools up ladders. Use a hoist or rope.
6. **USE** guards for rotating or moving parts of power tools.
7. **ENSURE** that power tools are properly grounded. Never use them in wet areas.
8. **TURN** off and unplug a power tool after use and before cleaning it, repairing it or changing accessories on it.
9. **NEVER** unplug or carry a power tool by it's cord.
10. **ALWAYS** inspect the equipment before use and never use damaged tools.

Whether you use a power or hand tool, remember to wear appropriate protective gear.

5 Ways to Prevent Sprains & Pains

We've all done it – walked off a curb or step and twisted an ankle. This type of injury can leave you sidelined from many activities, including work, for days (sometimes weeks). To keep your stride safe:

1. Don't text and walk. Watch where you're going. Look out for uneven pavement, floorboards, protruding nails or anything that can catch your feet. With so many distractions, it's easy to misstep.
2. Wear footwear that grips your working surfaces.
3. Use handrails when climbing or descending stairs.
4. Clean up spills immediately.
5. Remove any obstacles from pathways.

Individual Highlights

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*** PLEASE SAVE THE DATE ***

September 14th thru October 9th
Open Enrollment

September 16th
Liebert Cassidy Training in Salinas
Contact HR for details

September 23rd
Hartford (More Details To Come from HR)

September 30th
Health Fair 11am to 2pm

Tips for Preventing Heat-Related Illness

CDC Website

The best defense is prevention. Here are some prevention tips:

- Drink more fluids (nonalcoholic), regardless of your activity level. Don't wait until you're thirsty to drink. Warning: If your doctor generally limits the amount of fluid you drink or has you on water pills, ask him how much you should drink while the weather is hot.
- Don't drink liquids that contain alcohol or large amounts of sugar—these actually cause you to lose more body fluid. Also, avoid very cold drinks, because they can cause stomach cramps.
- Stay indoors and, if at all possible, stay in an air-conditioned place. If your home does not have air conditioning, go to the shopping mall or public library—even a few hours spent in air conditioning can help your body stay cooler when you go back into the heat. Call your local health department to see if there are any heat-relief shelters in your area.
- Electric fans may provide comfort, but when the temperature is in the high 90s, fans will not prevent heat-related illness. Taking a cool shower or bath, or moving to an air-conditioned place is a much better way to cool off.
- Wear lightweight, light-colored, loose-fitting clothing.
- NEVER leave anyone in a closed, parked vehicle.
- Although any one at any time can suffer from heat-related illness, some people are at greater risk than others. Check regularly on:
 - Infants and young children
 - People aged 65 or older
 - People who have a mental illness
 - Those who are physically ill, especially with heart disease or high blood pressure
- Visit adults at risk at least twice a day and closely watch them for signs of heat exhaustion or heat stroke. Infants and young children, of course, need much more frequent watching.



If you must be out in the heat:

- Limit your outdoor activity to morning and evening hours.
- Cut down on exercise. If you must exercise, drink two to four glasses of cool, nonalcoholic fluids each hour. A sports beverage can replace the salt and minerals you lose in sweat. Warning: If you are on a low-salt diet, talk with your doctor before drinking a sports beverage. Remember the warning in the first "tip" (above), too.
- Try to rest often in shady areas.
- Protect yourself from the sun by wearing a wide-brimmed hat (also keeps you cooler) and sunglasses and by putting on sunscreen of SPF 15 or higher (the most effective products say "broad spectrum" or "UVA/UVB protection" on their labels).



Physical Therapy Corner: Office Ergonomics – A Guide to a Healthier, More Productive, and a Happier Work Environment

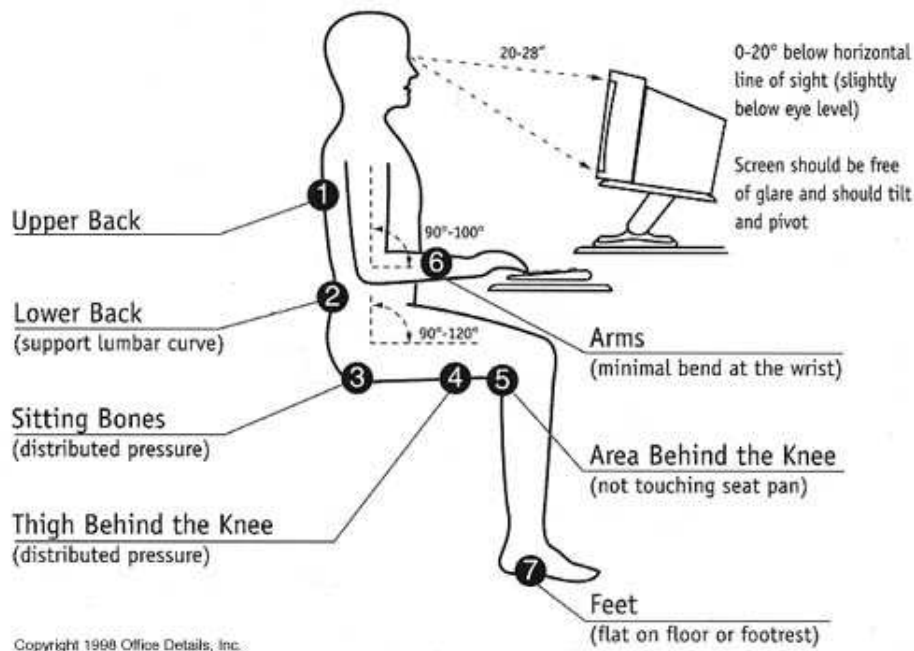
The Problem:

70% of the U.S. work force now sits on the job, many in front of computers. With so much work being done in a seated position today, a comfortable workstation is of greater importance than ever before. Poor sitting posture and poorly designed workspaces are major causes of neck and back pain, which are the main reasons for lost work time.

Physiological Rationale:

The human body was not designed to sit for extended periods of time, or work in awkward positions that chronically contract or stretch muscles. Unfortunately, most jobs today require people to perform such activities. Therefore, a well-designed workstation and proper sitting postures are essential in reducing and preventing potential problems caused by the demands of today's jobs.

Ideal Office Ergonomic Features



- You should have a large enough workspace that allows you to avoid improper postures in answering the phone, moving files from cabinets, etc.



Bad

Good

- Your telephone should be positioned within reach of your non-dominant hand. This allows your dominant hand to perform activities while holding the phone in your non-dominant hand. The use of telephone headsets (earphones) is a great option because they allow both hands to be free and bad neck postures are avoided



Good

- When using a computer terminal, overhead lighting should come from the side and not directly above the terminal
- Noise due to vents, phones, printers, and co-workers talking should be minimized
- Temperature and air quality should be controlled
- Tops of computer terminals should be at eye level, keyboards angled, movable, and mouse pads installed
- Computer terminals should be equipped with glare protection screens
- Sitting posture while at your computer should be as follows: feet flat on floor, knees at 90 degree angle, back resting against back of chair with lumbar roll supporting spine, shoulders relaxed, elbows at 90 degree angle, and wrists in neutral position



Bad

Bad

Bad

Good

- Wrists should *not* be supported on edge of table, but can be supported on palms or on wrist supports



Good

- Document holders should be at eye level to avoid eye muscle fatigue

- Head should be kept in neutral position



- People who wear bifocals should have one set of glasses for "terminal" work and another pair for other activities
- Your work chair(s) should be stable, adjustable for height, and equipped with rollers, lumbar curve, curved front ("waterfall") edge of seat, and five-pronged support base



- Avoid using armrests while working to reduce stress on your wrist and finger joints

Workplace Tips

Follow the 50-10 rule. For every 50 minutes you work sitting at your desk, take a 10 minute break. During your break, walk around, stretch out your muscles (refer to stretches listed below).

Useful Office Stretches

These should be performed, while standing as straight as possible, at least twice throughout your workday. Hold each stretch for 30 seconds.

DO NOT CONTINUE TO PERFORM ANY STRETCHES THAT CAUSE PAIN, NUMBNESS, AND/OR TINGLING!!! If these symptoms occur, consult your physician.

1. Cervical Flexion - Bend your head forward so your chin touches your chest. Provide gentle overpressure to the back of your head with either hand. Hold for 30 seconds. You should feel a stretch along the back of your neck, and possibly down your spine.
2. Cervical Extension - Tip your head back so you are looking at the ceiling. Hold for 30 seconds. You should feel a stretch along the front of your neck and underneath your chin.

3. Cervical Sidebending - Tip your right ear toward your right shoulder. Provide gentle overpressure to the left side of your head with your right hand. Reach for the floor with your left hand. You should feel a stretch along the left side of your neck between your ear and shoulder. Hold for 30 seconds. Repeat to the other side.
4. Cervical Rotation - Place your right hand on the back of your head. Turn your head to the left, so you are trying to look over your left shoulder. Provide gentle overpressure to the right side of your jaw with the back of your left hand (in a fist position). Hold for 30 seconds. Repeat to the other side.
5. Lumbar Extension - Place your hands at the small of your back. Lean back and look up to relieve pressure on your lower back.

Useful Office Exercises

These activities should also be performed while standing as straight as possible.

**** DO NOT CONTINUE ANY EXERCISE IF IT CAUSES PAIN, NUMBNESS, OR TINGLING!!!****

Consult your physician if these symptoms occur.

1. Chin Tucks - Bend your head forward, so your chin touches your chest. Make a double chin with your head in the forward bent position. Hold for 5 seconds. You should feel a "stretch" in the back of your neck. Repeat 10 times.



2. Scapular Retraction - Keeping both your arms at your side, bend your elbows to 90 degrees. Squeeze your shoulder blades together. Hold for 10 seconds. Repeat 10 times



3. Shoulder Shrugs Keeping both arms at your sides, shrug your shoulders up towards your ears. Hold for 3 seconds. Roll and lower your shoulders backwards. Keep your elbows straight throughout the exercise. Repeat 10 times.



Super Foods

It seems as though nearly every week a promising new antioxidant or photochemical is being touted for its health benefits. But which ones really make a difference?

It turns out that it's difficult to get the full benefit of nutrients by taking them in pill form – getting them through foods seems to be your best bet. Here are just a few “super foods” packed with vitamins, antioxidants and other nutrients:

FISH provides much-needed omega-3 fatty acids, which show promise for heart health and rheumatoid arthritis. Some (but not all) omega-3 fatty acids are also found in nuts, flaxseed and leafy green vegetables.

GREEN TEA has shown promise in the lag against certain cancers, although more studies are needed.

BROCCOLI and related vegetables, such as brussels sprouts, are also believed to have anticancer properties.

NUTS, although high in fat, may help with weight control, immunity and managing cholesterol.

TOMATOES contain a number of antioxidants, including beta-carotene, lycopene, vitamin E and vitamin C.

CITRUS FRUITS – oranges, grapefruits and the like are a good source of vitamin C and other beneficial antioxidants.

OLIVE OIL is considered a heart-healthy fat. It is high in calories but has antioxidant properties.

Looking for one simple guideline? **EAT A RAINBOW OF COLORS** – Salmon, eggplant, blueberries, carrots, corn and your diet is almost sure to be rich in key nutrients.

The Mind-Body Connection

If you've ever felt a “knot” in your stomach during an emotional moment, then you know how strongly the mind can influence the body. *Stress-induced physical symptoms can include:*

- Back and Neck Pain
- Lightheadedness
- Palpitations (racing pulse)
- Shortness of Breath
- Weight Gain or Loss
- Stomachache, Nausea or Diarrhea
- Dry Mouth
- Fatigue
- Headache
- Insomnia

Paying attention to your feelings and taking good care of yourself can help prevent some of these reactions. Here are some tips:

LET IT OUT. Talk to a trusted friend, keep a journal or try doing both.

MOVE ON. Once you've identified and talked through a concern, get busy with other activities.

TAKE A DEEP BREATH. Practice a meditation or relaxation technique daily to help you let go of stress.

STEP BACK. If something's bothering you, think about how much it will affect you a month or a year from now. Try to find a positive way to look at things.

The bottom line: Step up your stress resistance. Get enough sleep and exercise, eat a nutritious diet, and avoid smoking and excessive drinking – your body will be more resilient to the effects of stress.

What's Wrong With This Picture?



I hope you all are enjoying this safety newsletter.
If you have any safety stories/information or suggestions you would like posted, please send me an email.

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