

San Benito County



## 7 Ways to Manage STRESS

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\*\*\* PLEASE SAVE THE DATE \*\*\*

#### December 3<sup>rd</sup>

New Hire Orientation at  
Administration Office 9am to 1:30pm

#### December 3<sup>rd</sup>

Credit Union  
11:30am to 2pm

#### December 10<sup>th</sup>

Nationwide  
8:30am workshop  
9am Individual Appts.  
Call HR for Details

#### Administrative Office Closure Days

12/24/2009 – 01/01/2010

The holidays can be stressful. In addition to work, you have to worry about gifts, holiday meals and out-of-town guests. Here are some ways to help you get through this busy season:

1. **Make lists.** Sometimes just listing and prioritizing can help you figure out your course of action. Maybe you should skip that cookie exchange this year and make time to volunteer instead.
2. **Delegate easy tasks.** Get your kids to help wrap gifts no one says your gifts have to look perfect.
3. **Plan to eat health.** Believe it or not, the way you eat can lead to more stress. For example: Many people increase their intake of sweets, caffeine and alcohol during the holidays. Make an effort to make healthy choices.
4. **Exercise.** Physical exercise is the best way to beat stress. Just 20 minutes a day can help you "work out" frustrations and stay in shape.
5. **Learn relaxation techniques.** Take a yoga class once a week or practice meditation in your own home. Remember to give yourself a break.
6. **Avoid unnecessary stress.** Don't take on extra work, learn how to say "no" and avoid people who stress you out.
7. **Reframe problems.** Look at things from a positive point of view instead of a negative one. For example: If you have to wait in a long line at the mall, use it as a time to meet a new person or pull out a book you've been meaning to read.

#### SAFETY CORNER:

Yes, you can communicate safety without lecturing. Here are two ways:

**WALK THE TALK.** Because actions speak louder than words, always wear protective gear, follow the rules and take precautions. Abide by our employer's safety and health rules, and set a good example.

**BE AN ADVISER.** Some employees may hesitate to ask for help. Ask new or younger co-workers regularly if you can answer any questions they may have.

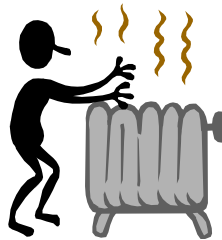
It's everyone's responsibility to make sure that safety is a priority. Take the lead to prevent unintentional injury.



## 7 Time Management Safety Tips

Planning and using your time well can save you stress and aggravation and keep you safe. Think about it – when accidents occur, they're often a result of someone rushing around. When it comes to safety, rushing can be dangerous and even deadly. Use these time management skills to keep yourself and your co-workers safe:

1. **LIST YOUR PRIORITIES.** What has to be done right now, and what can wait? Review your balance of mental, physical and emotional activities.
2. **LEARN TIME MANAGEMENT AND PLANNING SKILLS.** Taking control can make you feel and work better.
3. **PREPARE FOR THE UNEXPECTED.** Things don't always go as planned. Leave time for unexpected delays so there won't be a reason to rush through your job.
4. **NEVER TAKE SHORTCUTS WITH SAFETY.** Always make the time to put on protective gear, use machine guards and follow all necessary steps.
5. **DON'T PROCRASTINATE OR WASTE TIME.** Most of the time, we procrastinate when we have a fear of failure, don't want to do a job, or don't have adequate information.
6. **TAKE THE TIME TO EAT RIGHT AND EXERCISE TO STRENGTHEN YOUR BODY.** Learn your body's stress signals so that you can respond to its needs.
7. **ASK FOR HELP IF YOU NEED IT.** Delegate a job to a responsible co-worker – no one person can do everything



## Home Heating Guidelines

According to the National Fire Protection Association, the leading factor contributing to home heating fires (28 percent) and deaths (46 percent) from 2003 to 2006 was heating equipment placed too close to flammable objects. In fact, heating equipment is one of the leading causes of home fire deaths. **To stay warm and safe, follow these precautions:**

**PURCHASE** only heating equipment with a recognizing testing laboratory label (such as the UL mark), which ensures that the product has been tested for safety hazards. Read and follow all manufacturers' instructions for use and care.

**PLACE** heaters on level, flat floor surfaces – not on furniture or stacked items where they might fall off.

**KEEP** space heaters at least three feet away from anything flammable (including throw rugs, draperies and bedspreads).

**AVOID** blocking intake and exhaust vents.

**MAINTAIN** heating equipment and chimneys by having them cleaned and inspected annually by a qualified professional.

**TURN** off portable heaters when you leave the room or go to bed.

**ENSURE** all fuel-burning equipment is vented to the outside to avoid carbon monoxide poisoning.

## Foods To Eat Every Day

**Losing weight** isn't just about avoiding fat-laden foods. Many people make the mistake of simply removing high-calorie concoctions without replacing them with healthier fare. Starving yourself is *not* an effective weight-loss strategy.

A common misconception is that **eating healthy** has to be difficult -- it doesn't have to be. Eating right doesn't necessarily have to cost a lot or take up all your time if you know which foods excel in ease of use, nutrient density and versatility.

"The trick is to have healthy, easy options on hand when you're grabbing a snack or quick meal," says eDiets Director of Nutrition Services Pamela Ofstein. "Preparation is the key. If you have healthy options, like apples or nuts, you'll get a tasty snack with health benefits, instead of foods high in calories and low in nutrition."

So, instead of eating foods loaded with calories and lacking in nutrients, add these foods to your daily diet to stay full, feel good, **lose weight and get healthy**.

**Oatmeal** is a quick and easy breakfast or snack. Oatmeal has protein, carbs and fiber. It's simple to make -- and cheap! -- plus you can add berries or fruit to make it even more nutritious.

**Apples** are easy to grab and take with you anywhere. An apple is a perfectly portioned serving of fruit, a great source of fiber, inexpensive, loaded with nutrients -- and all you have to do is wash them and they're ready to eat! There's a reason for the old adage: "An apple a day keeps the doctor away."

**Yogurt** has calcium for our bones, as well as being a good source of carbs and protein. It comes in individual containers, making it easy to take and eat anywhere. Make sure it says "live active cultures" on the container, which have an added benefit for your digestive tract.

**Berries** are perfect to add to yogurt, oatmeal, cereal or eaten alone. They are delicious, packed with antioxidants and just need a thorough rinsing to be ready to eat.

**Spinach** is a super food that's loaded with minerals, vitamins A and C, fiber, and antioxidants. You can mix it into a salad or top a sandwich with it for added health benefits.

**Beans** are a great source of fiber and protein. Eating beans with brown rice makes for a complete low-cost vegetarian protein source.

When water gets boring, it's **tea** to the rescue. It's loaded with antioxidants, calorie-free and can be enjoyed anywhere. Get it with or without caffeine.

**Nuts** have heart-healthy monounsaturated fat and vitamin E, and studies have shown nuts help to prevent heart disease and cancer. Grabbing a handful of nuts is a great way to snack on the go.

These foods are great to eat every day, but you can get too much of a good thing. Eat proper portions to make sure you're not getting excess calories. Just because something is healthy doesn't mean it's calorie free.

### LONGEVITY CORNER:

**VEG OUT.** New research from the Archives of Internal Medicine compared a high-carb vegetarian diet that included eggs, low-fat dairy and whole grains with a low-carb, high-protein diet rich in vegetable oils from nuts, soy and other veggies. After a month, both groups lost nearly 9 pounds, but the second group's cholesterol and blood pressure improved more. Conclusion: You may benefit from more plant-based proteins and oils and fewer carbs. And if you do eat meat, stick with poultry and especially fish.

# Holiday Safety Tips

## What are some safety tips when using lights and extension cords?

- Only use lights and extension cords that are in good condition. Check for frayed wires, bare spots, gaps in the insulation, broken or cracked sockets/plugs, excessive kinking or wear. Check the cords to see if they feel warm when they have been on for a while. If you find any of these signs, replace them immediately.
- Turn off the lights when you leave work, or if at home you are asleep or away.
- Always follow the manufacturer's instructions about how many sets of lights that can be strung (plugged in) together.
- Use only indoor lights and extension cords indoors, and, of course, outdoor lights and cords outdoors.
- Use mini or LED lights as they have cool-burning lights (and LED lights save electricity).
- Never remove the ground pin, or file the wide peg of plug as this interferes with the electrical grounding.
- Never put extension cords through doorways or under carpets.
- Do not overload electrical outlets.

## What are some additional decorating safety tips?

If you use an artificial tree or if you are hanging decorations, buy only non-flammable or flame resistant decorations and artificial trees.

- Do not use angel hair (glass wool) together with spray-on snowflakes. This combination is very combustible.
- Do not use metallic ornaments on the tree. If they make contact with defective wiring they could become a shock hazard.
- Do not use nails, tacks, or staples to hang cords and lights. They can damage the insulation on the outside of the wire and create corrosion or a short circuit.

## What are some tips if I use a ladder?

- Always use a ladder when hanging decorations on the tree, walls or when outside.
- Stepladders should be about 1 m (3 ft) shorter than the highest point you have to reach. This height gives a wider, more stable base.
- Open the stepladder spreaders and shelf fully.
- Check stability. Make sure that all of the ladder's feet are on a firm, level and non-slippery surface.
- On portable ladders, maintain three-point contact by keeping two hands and one foot, or two feet and one hand on the ladder at all times.
- Do not overreach. Climb down and move the ladder when needed.
- Do not "shiff" or "walk" a ladder when standing on it.
- Do not stand, climb, or sit on the stepladder top or pail shelf.

## How do I take care of a real tree?

Trees quickly become dry and are a fire hazard. Most trees will last about 14 days. If you are decorating a live tree for the workplace, you may want to take it down before people leave for holidays.

- When buying a live tree, give it a shake. Needles will fall if the tree is dry because it was cut some time ago. Pick one that does not lose its needles.
- Cut 2 to 5 centimeters from the trunk of the tree to encourage the tree to drink more water.
- Water the tree!! Ideally, it should have a sturdy stand that holds about 4 liters of water. A two-meters tall tree will drink about four liters every two days.
- Check the water level every day.

- Use a preservative in the water. If you are concerned about small children or pets drinking the water, use a small amount of sugar instead.
- Keep the tree away from heating vents or registers, fireplaces, high traffic areas, and exits. As well, try to position the tree so you do not have to use long extension cords.

If you are using a chainsaw to cut your own tree, be sure you are aware of the various safety steps and procedures.

#### **Other holiday safety tips?**

- Only burn candles away from combustible materials (papers, cloth, drapes, curtains, etc.). A good practice would be to keep candles one meter away from anything that can burn. Use a non-combustible candleholder and never leave a candle unattended. Never use them on live or artificial trees.
- Before buying toys for children or when donating them to a charity, always consider the safety of the toy (e.g., small pieces can be a choking hazard, movement of pieces that may be pinch points, quality of materials, etc.) Also consider the age and ability of the child, or other children who may also play with the toy.
- It's always important to keep foods out of the danger zone, which is between 4°C (40°F) and 60°C (140°F). Keep hot foods hot, at least 60°C (140°F) and keep cold foods cold at 4°C (40°F) or lower. Do not leave hot or cold foods at room temperature for more than 2 hours.

Be merry, but be safe, and thus have a happier holiday season. Cheers!



## 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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