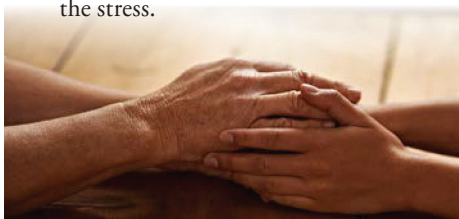


Dealing with WORKPLACE STRESS

We've all had stress at work — deadlines, new bosses, added responsibilities — you name it. However, when that stress gets to be too much, it can affect your safety and the safety of others.

How? Stressed-out workers lose focus and can experience fatigue and trouble concentrating, which can lead to accidents. Take these steps when you begin to feel stressed on the job:

- 1 **Identify your stress triggers.** Record times when you feel stressed out on the job. Is it the long commute? Is it when working on a particular project?
- 2 **Resolve the stress triggers by changing your circumstances, if you can.** For example, ask for more time on a project or ask to work from home a few days, if possible.
- 3 **Manage your time better** by setting realistic goals and deadlines, making a list that prioritizes tasks and blocking off time to work on a project without interruption.
- 4 **Maintain perspective** — take a few minutes of personal time when especially stressed out, take your vacation days (you have them for a reason!), set aside time for activities you enjoy and take care of yourself — eat healthy, get plenty of sleep and exercise.
- 5 **Know when to seek help.** Consult a mental health provider on your own or through your employee assistance program if you can't shake the stress.



December is Safe Toys and Celebrations Month

Annual Safe Gift Guide

You can't go wrong when you give your loved ones and good friends the gift of safety. Here are some ideas:

FOR THE HOMEBODY:

- **Sturdy and decorative fireplace screen** to help keep embers in check.
- **Portable multipurpose fire extinguisher.**
- **Emergency blackout lights** that automatically come on when electricity goes out.



FOR THE TRAVELER:

- **Hidden money belt, neck stash or travel scarf** (contains a secret pocket to stash money, credit cards and keys).
- **Virtual private network (VPN)** to provide public Wi-Fi or hotspot protection while traveling.
- **RFID-blocking passport or credit card sleeves.**

FOR THE DRIVER:

- **Wearable anti-fatigue monitors and apps:** These can keep drivers awake via an alarm system; one can even alert the driver's friends or family to call and keep him or her awake.
- **Cell phone driving apps:** Phone-locking apps prevent drivers from texting, emailing and surfing while driving. This is a great gift for teen drivers who need to disconnect from their phones and connect with the road.

SAFETY CORNER



Handwashing Awareness Week is December 1-7.

4 Principles of HANDWASHING

Staying safe from respiratory illness (e.g., colds and flu) is as simple as counting to 4.

1. **Wash your hands** thoroughly in warm soapy water when they are dirty and before eating.
2. **Don't cough into your hands.**
3. **Don't sneeze into your hands.**
4. **Don't touch the T-zone** — your eyes, nose and mouth — with your hands.



Refueling Rules Checklist



When it comes to refueling your equipment, avoid tragedy with this checklist:

- ☐ Fill up in a refueling area if one is available and make sure the area is kept clean and free of debris.
- ☐ Use only approved portable fuel containers or safety cans to refuel.
- ☐ Shut off engine before refueling.
- ☐ Allow engines to cool before refueling.
- ☐ Don't refuel near open flames, sparking equipment or near someone who is smoking.
- ☐ Keep a fire extinguisher close by.
- ☐ Make sure fueling dispenser tank and equipment are grounded.
- ☐ Concentrate on refueling and avoid distractions.
- ☐ Don't overfill the fuel tank.
- ☐ Avoid spilling the fuel. If spills happen, clean up immediately.

The Key to Safe and Sober Driving: **TAKE the KEY**

Alcohol-impaired driving fatalities accounted for 29% of all motor vehicle traffic fatalities in the U.S. in 2017, according to the National Highway Traffic Safety Administration. Fortunately, there are ways to prevent tragedy:

Designate a non-drinking driver before you go out with a group that plans on drinking.

Take the keys from any friend who is impaired; don't let him or her drive.

Call a rideshare service or taxi if you have been drinking or using drugs.

Remind guests at your party to designate a sober driver. Serve plenty of non-alcoholic drinks and make sure no one drives impaired.

Drunk and Drugged Driving Prevention Month



Don't forget that December 2 to 6 is Older Driver Safety Awareness Week. Be courteous and kind.

LOST in the City

Traveling to unknown parts this holiday season? It's good to know where you're headed, but what if your cell phone dies and you don't have GPS or a map and you get turned around? Here is some sound advice to get you back on track:

If you get lost:

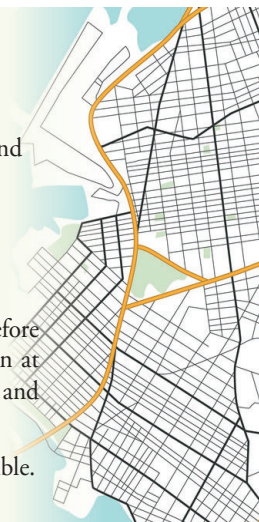
- ➔ **Ask for help at a nearby business** if the area looks safe and there are plenty of people around. **Best bet:** Seek a concierge at a nice hotel. They can even call a cab for you.
- ➔ **Look for a public transit stop.** They usually have street maps and you might be able to determine where to go.
- ➔ **Exercise caution:** Do not flash around a wad of money, expensive jewelry or cell phones. Carry cards and money close to your body in a hidden pocket or money belt.

If you find yourself in an unsafe area:

- ➔ **Don't get out of the car;** ask a police officer for directions.
- ➔ **Act like you know what you are doing** until you get your bearings.
- ➔ **Trust your instincts.**
- ➔ **Don't play the hero.** If asked for money or valuables, give it up. It's better to lose stuff than lose your life.

Best Advice: Plan before you leave.

- ➔ **Plan a route,** make sure your cell phone is charged and tell someone where you are going.
- ➔ **Travel in the daylight,** if possible.
- ➔ **Look for landmarks** before you leave the area so you can at least know where you were and ask for directions back.
- ➔ **Travel in groups,** if possible.



The **Smart Moves Toolkit** including this issue's printable download, **Cold-Weather Workouts: Dress Code**, is at www.personalbest.com/extras/19V12tools.

12.2019