

news & notes

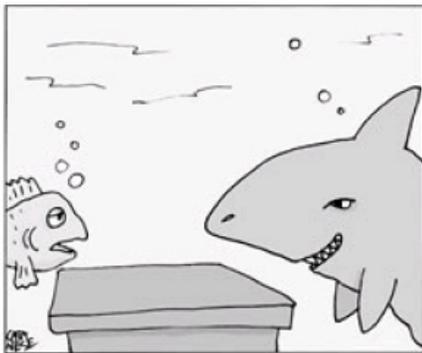
SUMMER PET CARE TIPS

The Humane Society offers these tips:

- **Make sure pets have plenty of water** and shade if you leave them outside.
- **Don't leave pets in parked cars** or allow them to travel in the back of a pick-up truck.
- **Exercise your pet early in the morning** or in the evening when it's cool.
- **Don't take pets to the beach** (where it's too hot) or to public events like concerts and fireworks (where it's too crowded and noisy).
- **Keep pets off newly fertilized lawns** and gardens.
- **Check with your vet about heartworm, flea, and tick prevention.**
- **If you're traveling with your pet on vacation, call ahead** and make sure your pet will be welcome in accommodations on the road and at your destination.

HOUSEKEEPING GOOD FOR YOU?

According to Dr. Michael Crabtree of Washington and Jefferson College in Washington, PA, simple, repetitive household chores like ironing and vacuuming can help relieve stress. The psychology professor says these rhythmic chores are soothing and focus your mind on the task, not on your worries.



"You're a hard worker, but there's some question about your ability to get along with others. In fact, I can't even *find* the others."



EMPLOYEE QES NEWSLETTER

August 2011

Check Out Your Skills

Good skills + hard work = success on the job

Here's a checklist of basic skills necessary for success in any job. Can you answer "yes" to each question?

Striving to Do Well

- Do you take pride in doing your job well?
- Are you enthusiastic about your work?
- Do you make accuracy a top priority?
- Do you always follow up to be sure the work gets done?
- Are you punctual and dependable?

Priority Setting and Working Under Pressure

- Do you use good judgment in setting work priorities to meet deadlines and keep on schedule?
- Do you adjust priorities in light of new circumstances?
- Do you always stick with a task until it is completed despite distractions?
- Are you organized and able to handle well many things at once?

Problem-Solving and Decision-Making

- Do you recognize potential problems and take immediate corrective action?
- Can you skillfully determine what the problem really is and how it can be solved?
- Do you recognize when help or advice from others is needed and get it promptly?
- Do you make suggestions for more efficient, less costly ways of doing things?

Working Well with Others

- Do you work cooperatively with people of different races and cultures, with people of either sex, and with people with different personalities?
- Do you participate as a team member (for example, helping co-workers, sharing helpful information, etc.)?
- Are you aware of the impact you make on people (by dressing appropriately and using a businesslike manner)?
- Do you always provide helpful, professional service?
- Do you work well with your supervisor and other managers?

Communication

- Do you read accurately for information and detail?
- Do you speak and write clearly and concisely?
- Do you listen carefully to instructions and correctly carry them out?
- Do you seek clarification when something is unclear?
- Do you always explain your ideas clearly?

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10 GOOD REASONS TO WEAR PPE

Your PPE:

1. Protects you against hazards—sometimes deadly ones
2. Decreases the risk of injury and illness
3. Reduces the severity of injuries when accidents do occur
4. Ensures your continued productivity
5. Allows you to stay on the job and keep bringing home a paycheck
6. Improves your job performance
7. May ease the strain of your effort
8. Is required by OSHA and us
9. Is disposable when damaged—your body parts are not
10. Helps ensure that you go home safe and healthy every day

PREVENT FALLS FROM LADDERS

Every year thousands of workers are injured—and some are killed—as a result of falls from ladders. Don't be one of them. Follow these tips:

- Set your ladder on a level surface.
- Hold on to the rail when you climb, and keep one hand on the rail while you work.
- Carry tools in a tool belt or shoulder strap.
- Hoist items in a bucket.
- Don't lean too far—move the ladder.
- Don't reach too high—use a taller ladder.
- Don't stand on the top two steps of a stepladder or the top three rungs of a straight or extension ladder.



Conserving water is easier than you think!

Ways to conserve at home and at work.

- Run your clothes washer and dishwasher only when they are full.
- Use the garbage disposal sparingly, compost food waste instead.
- Monitor your water bill closely for unexpected increases. Your water bill is a great tool to help you discover leaks.
- Collect the water you use to rinse fruits and vegetables and use it to water your house plants.
- Wash your car on the lawn and you'll water the grass at the same time.
- Turn off the water when you are soaping your hands or brushing your teeth. Turn it on only when you are actually using it.
- Soak pots and pans rather than letting the water run while you are scrubbing them.
- Upgrade older toilets with newer water efficient models.
- When cleaning out fish tanks, give the nutrient rich water to your plants.
- Collect rain water from your roof to water your garden.
- Fix leaky faucets, leaking faucets can waste up to 140 gallons of water a week.
- Teach your children to turn faucets off tightly.
- Report or repair leaky faucets and running toilets as soon as you notice them.

When we save water, we save money on our utility bills too. Saving water is easy for everyone to do.

Back Up Your Back

Follow these safe lifting tips

Back problems are among the most common workplace musculoskeletal disorders (MSDs). And one of the most common reasons for back injuries is improper lifting.

Follow these steps to lift properly.

- **Stand close to the load** with your feet shoulder-width apart.
- **Bend your knees** and squat all the way down, keeping your back straight.
- **Grip the load firmly** with both hands.
- **Place your hands on diagonally opposite corners** so that one hand pulls the load toward you and the other one lifts.
- **Pull the load close** to your body.
- **Keep your weight centered over your feet** with your arms and elbows tucked into your sides.
- **Keep your back straight** and let your legs push your body up smoothly.
- **Maintain a good grip on the load** and keep it close to your body, no more than waist high, as you carry it.
- **Turn by moving your feet in the direction you want to go**, not by twisting your body in that direction.
- **Lower the load slowly** when you reach your destination, reversing your lifting motion, which means bending your knees and letting your legs bear the weight as you lower the load.