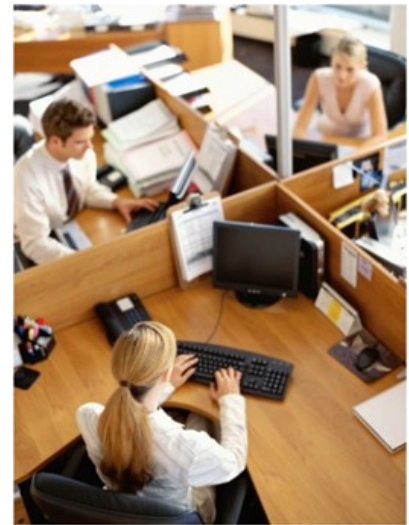




Workplace Respect: The Cubicle

Many workplace buildings are comprised of cubicles or workstations arranged in some type of open space layout. Although cubicle walls can provide a sense of privacy, it can be easy to forget that we are sharing open space with others and good workplace manners can slip over time. Anyone who has worked in a cubicle knows that frequent interruptions, distractions, and lack of privacy go hand in hand with an open space. Although your office may not have established etiquette rules, remembering the following suggestions will still be appreciated by fellow workers:

- ◆ **Talking softly in a cubicle environment shows consideration to fellow workers and helps keep confidential information confidential.**
- ◆ **Announcing your presence by knocking on a cube wall, or saying “Excuse me”, can help prevent startling a focused co-worker.**
- ◆ **Show olfactory sensitivity to fellow workers and customers with asthma and chemical sensitivities, by remembering that they can experience adverse effects from even low levels of airborne food particles, allergens, and chemicals.**
- ◆ **Other ways you can show respect are to ask for permission before borrowing items and to wait to be invited before entering a co-workers cubicle.**



One of the advantages to open space layouts and cubicles is the bullpen effect, or easy sharing of information and ideas between workers. Saving the “bullpen” for work-related matters will go a long way toward balancing that benefit against the distractions that calling out can cause.

Suggestion Box

To report hazards anonymously, just go to our website: www.ycparmia.org/, and click on the menu option entitled “Anonymous Safety Box”. We forward all submissions, exactly as written, to the appropriate entity’s safety committee for their consideration and/or action.

Emergency Preparedness: Is Your Family Ready?

If a disaster were to cut off basic services such as gas, electricity, water, or cell reception, would your family be prepared to cope with the emergency until help arrives, services are restored, or home confinement ends? If you are required to evacuate immediately, would you remember to grab necessary medications, important documents like insurance policies, and identification records such as birth certificates and social security cards?






There are 6 basic items you should stock in your home in case of disaster: water, food, first aid supplies, clothing/bedding, tools, and emergency supplies.

Download your copy of the American Red Cross’ Family Disaster Kit with checklists and instructions, here: http://www.ycparmia.org/journal/family_disaster_kit.pdf












Winter Wellness: Why Wait 'Til Spring?

If you've made a New Year's resolution to get in shape and/or lose a few pounds, there's no time like the present to get going. This is a great time to review your diet and exercise routines. Maybe you overindulged a bit during the holidays and didn't have time to go to the gym or take your regular daily walk. Now that things have quieted down a bit, you can refocus and get back on track. Here are some suggestions to help:

-  **Eat low-fat, low-sugar foods.** Why? Foods high in fat and sugar add weight, not nutrients.
-  **Eat more early in your day** and less later. Have a good breakfast, don't skip lunch, but do have a light meal at the end of the day. That way you'll burn off the calories during the day instead of going to bed with a full stomach.
-  **Avoid crash diets.** Aim for a slow but steady loss of excess weight.
-  **Develop a reasonable exercise plan** that's compatible with your winter activities and the weather. It'll help keep your weight down, manage stress, and ward off winter colds and flu.
-  **Devote at least one-half hour every day to some form of physical activity.** Don't think about it. Don't give yourself the option of skipping. Just do it. You'll feel better, look better, and have more energy to enjoy your life.

Defensive Driving

Motor vehicle accidents are the number one cause of accidental deaths in the United States. A person dies in a motor vehicle accident every 12 minutes. Someone is injured in a crash every 10 seconds, and that results in almost 2 million disabling injuries every year. Behind all these numbers are thousands of shattered lives—people who will never be the same again. Avoid becoming a statistic by practicing these defensive driving techniques:

-  Everyone in the vehicle wears a seatbelt.
-  Follow traffic rules, signs, and signals.
-  Don't drive under the influence of alcohol or drugs—or when you're too tired.
-  Stay at least 2 to 4 seconds behind the car in front—and farther back in bad conditions.
-  Keep your eyes and attention on the road and other drivers—and keep your hands on the wheel.
-  Check rear and side view mirrors frequently for oncoming traffic.
-  Adjust your speed and driving to changing weather and traffic conditions.
-  Yield to drivers who are determined to get there first.
-  Expect the unexpected. Watch for sudden movements such as cars pulling out of cross streets or parking places and bicycles, pedestrians, or animals darting out in front of you.