



## PREVENT WORKPLACE VIOLENCE: Report Threats & Concerns

Unfortunately, workplace violence is a fact of 21st century life in America. Like violent incidents in schools, workplace violence often seems to come out of the blue. But, in fact, if you know where to look, there are usually warning signs that could prevent an attack, and recognizing these warning signs can significantly reduce the risks, according to Universal Protection Service, a California-based security firm. While no one is suggesting that you need to be paranoid about your co-workers, it is still wise to keep alert to threats or other disturbing behavior. What should you look for?

- ☛ **Intimidating behavior** aimed at instilling fear in others
- ☛ **Veiled or direct threats** of harm
- ☛ **An obsession with weapons**
- ☛ **Holding grudges** or being unable to accept any kind of criticism
- ☛ **Expressions of extreme anger** or depression
- ☛ **Extreme stress** due to work or personal problems that the individual is not handling well

Report direct threats or comments that seem threatening—for example, a co-worker tells you he’s going to get his supervisor or a co-worker for any reason. Also, if someone is exhibiting strange behavior that makes you feel uncomfortable, report that, too. You can speak confidentially with your supervisor, and they’ll look into the matter.

## How To Get A Good Night’s Sleep

We all need plenty of sleep to keep well and be productive. Try out these sleep tips from the National Institute of Health:

- Keep a regular sleep and wake schedule.
- Avoid caffeine and cigarettes for several hours before sleep, and don’t drink alcohol to help you sleep.
- Avoid going to bed on either a full or an empty stomach.
- Sleep in a dark, quiet, well-ventilated space with a comfortable temperature.
- Relax before going to bed. Take a warm bath, listen to soothing music, meditate, or try relaxation or breathing exercises.
- Face your clock away from the bed to avoid focusing on time if you awake before morning.
- If you can’t fall asleep within 20 minutes of going to bed or if you wake early and can’t get back to sleep, get out of bed and do a relaxing activity, such as reading,
- Regular exercise can help improve sleep. Exercise regularly, but not within two hours of bedtime.
- Use over-the-counter or prescription sleep aids only for short periods of time. Remember that some sleep medications can make you drowsy after you wake; don’t drive or use hazardous equipment if this happens.



















## Strive To Be Accident-Free

April is Prevent Injuries America Month. What have you been doing during the past year to prevent injuries?

### At work, have you:

-  Followed safety rules or praised someone else for doing so?
-  Worn required PPE?
-  Applied what you've learned in safety meetings to your job?
-  Reported workplace hazards?
-  Asked questions about anything you don't understand?
-  Focused on your work and avoided distractions?
-  Inspected your work area and kept it clean and safe?
-  Read labels and material safety data sheets (MSDSs) before using chemicals?
-  Looked for ways to improve workplace safety?

### At home, have you:

-  Developed a family emergency plan and practiced it with the whole family?
-  Installed smoke alarms and fire extinguishers around the home?
-  Make sure that poisons and other home hazards are secured and out of the reach of curious children?
-  Used power tools, lawn mowers, and other hazardous equipment safely and taught family members to do so as well?
-  Worn appropriate PPE, such as safety glasses, gloves, and hearing protection, when performing tasks that could cause injuries?



## Electrical Hazards: What To Look For

Electrical hazards can give shocks, cause burns, and start destructive fires. Prevent injuries and damage on the job by recognizing, fixing, or reporting electrical hazards. If you see or sense any potential electrical hazards, take immediate action. If you can safely cut the power to the equipment or receptacle, do that first. Then, report the problem to your supervisor, and leave the repair job to a qualified electrician. Here's what to look for:

- Overloaded outlets
- Electrical equipment that runs hot
- Electrical equipment that isn't properly grounded
- Switches that feel warm or cause a shock or tingling sensation on contact
- Smoking or sparking, the smell of burning wires, or crackling sounds around electrical equipment or receptacles
- Loose connections
- Damaged plugs, cords, or receptacles
- Water on or near electrical equipment, cords, and outlets
- Metal ladders or tools near electrical sources
- Flammable or combustible materials near electrical sources
- Tripped circuit breakers or blown fuses
- Electrical cords in walkways where people could trip over them