



Keep frustrations out of your driving equation

Canada is known for its wide-open spaces, but with that comes lots of time spent in our cars. According to Oxford's Future of Work Survey, Canadians on average, are spending 29 minutes travelling to work. That's an hour per day in the car if the roadways are clear.

And what about the time spent in the car picking up or dropping off the kids, or running errands? Moods behind the wheel can run the gamut during these times, and you can find yourself surrounded by drivers showing aggressive behaviour behind the wheel.

Racing, tailgating, failing to observe signs and regulations, or driving slowly in the passing lane on purpose can all qualify as potentially aggressive behaviours; in fact, any unsafe driving behaviour, performed deliberately or with a disregard for safety, can be considered as aggressive driving.

Here are a few tips to consider if you are confronted by an aggressive driver:

1. Stay calm and relaxed.
2. Make every attempt to get out of the way safely. Don't escalate the situation.
3. Put your pride in the back seat. Do



not challenge an aggressive driver by speeding up or attempting to hold your position in your travel lane.

4. Avoid eye contact.
5. Ignore harassing gestures and refrain from returning them.
6. Report aggressive drivers to appropriate authorities by providing a vehicle description, location, license plate number and direction of travel.
7. If you feel you are at risk, drive to a public place such as a police station, hospital, or fire station. When you park, allow room so you can pull out safely if someone approaches you aggressively.

Use your horn to attract attention but remain in your locked vehicle.

8. If you feel threatened, call 911.

And don't forget about your own driving habits. Don't let frustrations get the better of you. Remaining calm and courteous behind the wheel lowers your risk of an unpleasant encounter, either with another driver and with law enforcement. Remember these tips:

Don't offend: Never cause another driver to change their speed or direction. That means not forcing another driver to use their brakes or turn the steering wheel in response to something you have done.

Be tolerant and forgiving: The other driver may just be having a really bad day. Assume that it's not personal.

Do not respond: Avoid eye contact, don't make gestures, and maintain space around your vehicle. Remember the basics: Maintain adequate following distance, use turn signals and allow others to merge. Use your high beams responsibly.

Be considerate in parking lots: Park in one spot, not across multiple spaces. Be careful not to hit cars next to you with your door.



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Avoid injury with common hand tools

Hand tools might look harmless, but they are the cause of many injuries, some of which can be very serious.

We tend to think that hand tools are simple to use. After all, they are not power tools, and tools like screwdrivers or hammers are easy to handle. However, anyone using hand tools should always follow safety precautions. If not, any number of injuries can occur such as cuts, scrapes, abrasions, amputations, broken bones, punctures and eye injuries, not to mention repetitive strain injuries.

Taking good care of your tools is an important part of staying safe. If they are defective, they should be repaired or replaced as soon as possible. Cutting tools must be kept sharp and have a suitable covering to protect the tool and to prevent injuries from unintended contact. All tools should be kept clean and dry, and stored properly after each use.

Here are some tips for safe use of hand tools:

- Know how to choose the required tool for the job, how to use it correctly, and how to identify when tools need repair.
- Carry tools securely in a tool belt or box. Don't carry tools up ladders. Use a hoist or rope.
- Keep close track of tools when working at heights. A falling tool can kill someone below.
- Pass a tool to another person by the handle, never toss it.
- Wear appropriate eye protection and good-fitting gloves appropriate for the hazards to which you could be exposed when doing various tasks.
- Never carry sharp or pointed tools such as a screwdriver in your pocket. Pull on a wrench or pliers. Never push unless you hold the tool with your palm open.
- Do not hold the stock in the palm of your hand when using a cutting tool or a screwdriver.
- Select ergonomic tools for your work task when movements are repetitive and forceful. Use tools designed to allow the wrist to stay straight. Avoid using hand tools with your wrist bent.



Ways to support your health this winter

(NC) Winter is a wonderful season, but it's also a time of year when more of us tend to get sick. When we're not out tobogganing or making snow angels, we're often spending more time indoors where there can be greater risk of spreading colds, the flu and COVID-19. Here are some tips to help protect yourself and others this year.

Stay up to date with your vaccinations

Keeping up to date with COVID-19 vaccinations continues to be one of the most effective ways to protect yourself against serious illness, hospitalization and death from COVID-19. If it has been six months since your last dose or since being infected with COVID-19, it is time to get vaccinated with an Omicron-targeting booster dose. This is especially important if you are at high risk for severe illness from COVID-19. Follow individual public health measures

Protect yourself and others by continuing to clean your hands frequently and disinfect high-touch surfaces. Let in outdoor air by opening an exterior window or door to improve ventilation in your home. Wearing a well-constructed, well-fitting mask in public indoor settings continues to be recommended for COVID-19.

Work on healthy habits

Though they do not protect against COVID-19 or the flu, behaviours such as regular exercise can support your general long-term health. Winter doesn't mean we have fewer opportunities or choices for healthy habits, either. If skating or snowshoeing aren't your thing, try climbing the stairs or having a living room dance party. If you are mobility impaired, there are many exercises you can perform while sitting down, too.

Give yourself a break

In the rush of a busy winter, remember to go easy on yourself sometimes. Though not the cause of illness, being extra tired and stressed may weaken your defences. Support your mental health by proactively scheduling breaks from chores and commitments, keeping in touch with family and friends, and planning things to look forward to. Try to get a good night's sleep by settling into a routine. If you're struggling to sleep, don't let the fact that you're awake stress you out more - the more you relax and let go, the more likely you may be able to drift off.

Find more information about COVID-19 vaccines at canada.ca/covid-vaccine.

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Winter weather fire awareness

Home fires occur more in the winter than in any other season. Heating equipment is a leading cause of home fires, deaths and injuries. Space heaters, for example, are the type of equipment most often involved in home heating equipment fires. Another example are portable generators. While they are useful during power outages, many homeowners are unaware that improper use of portable generators can be risky. The most common dangers are carbon monoxide (CO) poisoning, electrical shock or electrocution, and fire hazards.

And what about candles? They may be pretty to look at but they are a cause of home fires — and home fire deaths. Remember, a candle is an open flame, which means that it can easily ignite anything that can burn.

Here are a few important safety tips from the National Fire Protection Association:

- Always place a screen in front of the fireplace to protect against errant sparks. A recent national survey shows that only a third of Canadians follow this important practice.
- If you are using space heaters, make sure you plug directly into the wall outlet and avoid using extension cords. Always remember to turn off the space heater when you leave a room or go to bed.
- Make sure all outlets and switches have faceplates and never run power cords across doorways or under carpets.
- Ensure you have the appropriate safety products in your home. Consider installing smoke and carbon monoxide alarms on every level of your home, including the basement, inside each bedroom and in the main living spaces. Keep fire extinguishers on every level, especially in the kitchen and garage.
- Never use your oven to heat your home – this can be extremely dangerous.
- Beware of carbon monoxide, an odourless invisible gas that can only be detected by a carbon monoxide alarm. This toxic gas can be deadly.
- Remember that any fuel-burning appliances should be inspected regularly. Arrange for a professional inspection annually to detect any carbon monoxide leaks.
- If there is a power outage, never use a generator indoors. Portable electric generators should only be used outside at a safe distance from the home — at least 15 feet or 4.5 metres — as using a generator indoors could allow carbon monoxide to collect.
- Be mindful of the garage. Never leave a car running in an attached garage, even if the door is open, as carbon monoxide emissions can leak into the home. If your carbon monoxide alarm sounds, leave the building immediately for fresh air and call 911.
- Never burn boxes or any other types of packaging — they burn rapidly and generate too much heat. Recycle wherever possible instead.
- Blow out all candles when you leave the room or go to bed. Avoid the use of candles in the bedroom and other areas where people may fall asleep. Keep candles at least 1 foot (30 centimetres) away from anything that can burn.



Tips to keep your kids healthy at daycare

(NC) With fewer people wearing masks and physical distancing no longer required, you may have concerns about the increased risk of your child getting sick with COVID-19 - especially if they are spending time in a communal setting like daycare. Though there's no way to ensure they won't get sick, here are a few things you can do.

Keep sick kids at home

If you or your child do show signs of illness, such as a cough, fever or sore throat, it's best to stay home until everyone feels better. Staying home will help your child rest and feel better faster, but also help to prevent spreading germs to other people. That's setting a good example.

Get your vaccines

COVID-19 isn't the only virus circulating this fall and winter. With fewer people using individual public health measures such as masking, we may see more of the seasonal flu. Did you know you and your child can get both the COVID-19 and seasonal flu vaccines at the same time? It's not only convenient to get both together, but also safe, and it can help protect against severe outcomes from both viruses. COVID-19 vaccines are now approved in Canada for everyone 6 months and older.

Remember hand hygiene

We may have gotten used to frequent handwashing and using hand sanitizer. But children can forget. Caregivers should be vigilant in reminding kids to clean their hands and have the proper supplies readily available. Staff should also regularly sanitize high-contact surfaces and have a regular schedule for cleaning toys and other items that kids touch.



Proper fit essential for safety footwear

Your choice of protective shoes or boots depends on the hazards your feet are likely to encounter. Select footwear certified by the Canadian Standards Association (CSA) or another similar agency if permitted in your jurisdiction. Ensure that it has the proper rating for the hazard and the proper sole for the working conditions.

Proper fit is important from an ergonomic standpoint, too. If you have ever had back, leg or foot pain, or have come home from work and are glad to put your feet up, you may be wearing footwear that doesn't fit correctly. This can cause you to work slowly, make mistakes and eventually injure yourself. The best time to buy footwear is in the afternoon or early evening when the foot is at its largest. If you must purchase earlier in the day, remember your feet will swell later. Allow extra room when fitting.

Bring the socks you plan on wearing with you when you try on safety shoes or boots.

Have your foot measured if you have not done so recently. One foot is often larger than the other. Favour it when selecting size. Do not buy shoes based on the size printed on them. Sizes vary from manufacturer to manufacturer and even from shoe to shoe. You might

wear as much as one full size different, depending on the brand or style.

When trying safety footwear on, do it standing up.

Here are some more ways to ensure a good fit:

- Make sure the ball of your foot (the area of protrusion at the base of the big toe) fits well at the widest part of the shoe.
- Safety-toe footwear need to be fit about a half size larger than normal footwear. Since there is hard cap in shoe there is no stretch in toe box area. You do not want your toes touching the end of the safety shoe.
- Note if any areas of the shoe or boot seem to be tight. Snug is good. Tight is bad. Don't expect safety-toe footwear to stretch near the toe area. Leather footwear will stretch behind toe box. Remember if it does not feel good new, it probably will not later.
- Walk around to get a feel for how the shoes feel. Make sure they flex in the correct place and do not dig into your feet. You should be able to wiggle your toes under the toe box. If not try another model or a larger size.

Renovate with fire safety in mind

(NC) When it comes to building or renovating, in addition to greater efficiency and performance, there's an important opportunity to make our homes safer places to live. Although billions are spent on renovations in Canada each year, few realize that what's in their home--or maybe what's not in it--can increase their risk in a residential fire event.

Many newer materials and home contents burn more quickly than in decades past, decreasing the time to escape a fire. That's why fire safety should be a top consideration in your design and construction plans.

It's time that we make a commitment to thinking beyond the basics of fire and smoke detectors and recognize that there are real, significant advantages to building passive fire protection into the structure of a home.

Passive fire safety installations do not alert you to, or react to, the presence of fire in your home. This type of fire protection is part of the core of the building and will help to control fire by limiting its spread.

Here's a few to think about:

Windows. The intense heat of a fire can cause glass to break, allowing flames to enter a building, or ignite flammable items inside without direct contact. To protect your house, consider installing fire-resistant windows. One example is double-dual-paned glass windows, which, in addition to providing energy efficiency, also increase double the time it would take for fire to break the windows.

Doors. Unfortunately, many homes are built with basic, low-cost interior hollow-core doors. These provide very little protection in the event of a fire. Consider upgrading to fire-rated solid-core doors. Some even use premium, non-combustible materials like stone wool in their construction.

Insulation. For the best protection, look for insulation that is non-combustible and made from inorganic materials.

Many fire-resistant options also exist for cladding, flooring, ceiling systems, roofing, and underlayment and more. The best choice is always non-combustible, inorganic materials. Composition is important because you want your home to be healthy as well as safe. When building or renovating, we should make fire safety a key priority.

Choose simple diet and lifestyle changes for better heart health

Heart failure is a growing epidemic in Canada.

One in five of us will develop the condition during our lifetime, but by making some tweaks to our everyday lifestyle, we can improve our heart health now. According to the Heart & Stroke Foundation, 50,000 new patients are diagnosed with heart failure each year, and depending on the severity of symptoms, age and other factors, half of them will not survive five years.

While there may be no cure yet, if it is caught early, lifestyle changes and appropriate drug treatments can help you lead a normal and active life, stay out of hospital, and live longer.

Heart failure is the result of damage to the heart that weakens it and makes it less able to pump blood around the body effectively. One reason it is on the rise is that more people are surviving heart attacks and other acute heart conditions — but not without some lasting damage to their hearts. This damage, over time, makes them more susceptible to heart failure. Heart failure can greatly impact quality of life — many people face repeated hospitalizations and are unable to do everyday tasks. Even a walk to the corner can become very difficult for many. However, progression of symptoms can be slowed if it is treated early with appropriate medication and careful attention to diet and lifestyle.

To stay on top of your heart health, choose nutritious meals with lots of produce, find a fun physical activity to keep you active, and work on maintaining a healthy weight. Learn more about heart failure, including the warning signs to watch for, online at heartandstroke.ca/heartfailure.



Staying safe can be made easier with 5S

You no doubt have heard the term “good housekeeping” to describe an important way to maintain a safe workplace. Well, there’s another term you might not have heard that takes keeping things clean and clutter-free to the next level: **5S**.

It’s been around awhile and is also known variously as the **5S Method**, the **5S System**, the **5S Principles** and **5S Lean**. And while it generally applies to organizations, it can be utilized at the group or individual level.

Each S represents one part of a five-step process that can improve the overall function of an organization, and essentially follows the adage, “A place for everything and everything in its place.”

Although 5S has proven useful for manufacturers in many industries, in recent decades it has moved to other sectors, such as healthcare. Many offices also employ 5S, as do some schools and other public operations.

Improved safety is often considered a side-effect of 5S, whose primary focus is on productivity. It’s a very important side-effect, nonetheless. Having a well-organized and clutter-free working space lowers the risk of such things as slips and trips, toppling or falling objects, and exposure to hazardous materials.

Some organizations like to include safety as a sixth S in their 5S program. When safety is included, the system is often called 6S, focusing on what can be done to eliminate risks in work processes by arranging things in certain ways.

Here’s how the first five steps work:

Sort. This involves going through all the tools, furniture, materials, equipment, etc. in a work area to determine what needs to be present and what can be removed. Unnecessary items or items used infrequently can get in the way or take up space.

Set in Order. Once all unnecessary and duplicate items are removed, a place is determined for all needed tools and equipment. Items that are used regularly should be kept somewhere that is easily accessible. Determining what arrangements are most logical can require thinking through tasks, the frequency of those tasks, the paths people take through the space, etc.

Shine. This focuses on cleaning up the work area, which means sweeping, mopping, dusting, wiping down surfaces, putting tools and materials away, etc. In addition to basic cleaning, it involves performing regular maintenance on equipment and machinery. Planning for maintenance ahead of time makes it easier to catch problems and prevent breakdowns.

Standardize. The fourth step involves establishing standard procedures for 5S in the workplace. This could involve creating checklists, setting up schedules, or training employees on the 5S principles.

Sustain. This final step refers to the process of keeping 5S running smoothly and keeping everyone in the organization involved, following the procedures that have been established.

How to spot reliable health information

(NC) Sometimes it seems like everyone thinks they're an expert on health, and many people are quick to offer opinions on health information. How can you be certain you're finding the best information from reputable sources?

1. Be skeptical

Take everything you read with a grain of salt. Information circulates quickly online, so it can be easy to think that what you're reading has been fact-checked. However, that isn't always the case.

Misinformation abounds because people can post opinions and make comments on health matters without credentials or sources cited. To ensure that you're accessing the most reliable information, the key first step is to recognize that not everything you hear is true, especially if the information is associated with the sale of a product or service.

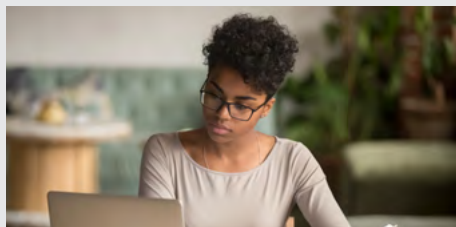
2. Access official sources

While you might be inundated every day with information from friends, family, social media, websites and more, you can very easily establish a few key reliable sources for news. You can't go wrong with trusting official government websites. Health Canada is the leading source for reliable healthcare information that all Canadian citizens can access for free. Healthcare non-profits can also offer a wealth of information supported by doctors, experts in the field and individuals with lived experience. The Kidney Foundation of Canada, for example, has many resources about kidney disease, such as their website, webinars and social media feeds.

3. Consult your healthcare provider

If you feel like there's a lot of conflicting information online or you have specific health concerns that aren't being taken into account, bring those questions to your primary care physician. Especially if you feel like you may need to make any changes related to your health, seeing your doctor should be a critical step in any decision-making process.

Following these three key steps will help you find accurate, fact-based healthcare information. Before trying any new diet fads, making changes to your drug and health products, or anything else, remember to be skeptical, check your trusted sources and, if needed, consult your family doctor.



What to know if you're considering organ donation

(NC) There has been a concerted effort in recent years to increase the number of people who are registered to be organ donors. In many provinces, it has become an important priority.

The decision to become an organ donor is deeply personal. It's not a choice to be taken lightly. You should make it armed with as much information as possible. To assist anyone who may be grappling with the decision, here are a few things you should know.

What is the impact?

A single organ donor can save as many as eight lives. Organs that can be transplanted include: the heart, lungs, liver, pancreas and kidney.

What's the need?

According to the Canadian Institute for Health Information, there are currently over 4,000 people on the wait list for a donor organ. More than three quarters are waiting for a kidney. The median wait time for a donor kidney in Canada is 46 months.

What is living donation?

It's possible to be a living organ donor. You can choose to donate one of your kidneys

or part of your liver. This option requires rigorous medical testing and preparation to help ensure it's a successful donation. A living donation allows more time to plan a surgery when both the donor and recipient are in the best possible health. It also means less waiting for the person in need of the transplant.

What are the steps to become a donor?

Talk to your family. It's important to let your family know about your wishes when it comes to organ donation, as they may be consulted in the consent process.

Register with the province

How to register as an organ donor varies depending on your province or territory. It may be possible to register online, sign the back of your driver's license, or opt in via your annual income tax return. Nova Scotia has adopted an opt-out organ donation policy, which means individuals who do not wish to be organ donors must register that choice.

Find out more about becoming an organ donor at kidney.ca/get-involved.

Mind your eyes in extreme conditions

It's obvious how harsh winters can take a toll on your body, but you might not realize that winter can wreak havoc on your eyes. When you're out in the elements, cold, dry air evaporates the tear film that keeps the eyes clean and moistened, which can cause irritation, stinging or burning. And you won't find much relief when you head inside, since the indoor environment is often dry. Winter sports and everyday cold-weather tasks can also wreak havoc on your eyes. Shovelling for example, can cause debris like snow, ice or dirt to fly into your eyes.

Here are a few ways to protect your eyes from extreme winter weather:

- **Keep your sunglasses handy.** Even on days that are cloudy or have minimal sunlight, high energy UV rays can penetrate through clouds. And if there's snow on the ground, the UV rays can bounce off the white snow and reflect into your eyes, causing vision issues like glare (commonly known as "fuzzy eye"). The UV damage could also potentially lead to more serious issues like cataracts or macular degeneration. Make sure your sunglasses have 99 to 100 percent UV-A and UV-B blockage to protect your eyes completely.
- **Wear goggles.** Wear UV-blocking goggles while taking part in activities like skiing or snowboarding to avoid being blinded by the sun. The goggles also protect your eyes from flying ice and snow particles.
- **Invest in a humidifier and air filter.** Humidifiers are helpful into keeping your skin and eyes moisturized while indoors. This can help you avoid rubbing your dry eyes, which can further damage the outermost layer of the eye.



Suspicious text, email or call from the CRA? It's probably a scam

(NC) We've all gotten texts, emails and calls claiming to be from the Canada Revenue Agency. Some of us may even feel like we hear from scammers more than our loved ones. But there's no love here. Fraudsters trick people into providing personal and financial information. Their scams are getting more believable, which means more people are at risk of losing their money.

It's important to know how to spot a scam so you can protect yourself. Scammers may:

- Demand your personal information claiming they'll send you a refund.
- Insist you act right away with little explanation.
- Scare you into paying a fake debt.
- Threaten arrest or deportation.
- Request unusual forms of payment such as gift cards, pre-paid credit cards or cryptocurrencies like Bitcoin.
- Ask for numbers for your credit card, bank account or passport.
- Urge you to visit a fake website to verify your identity.

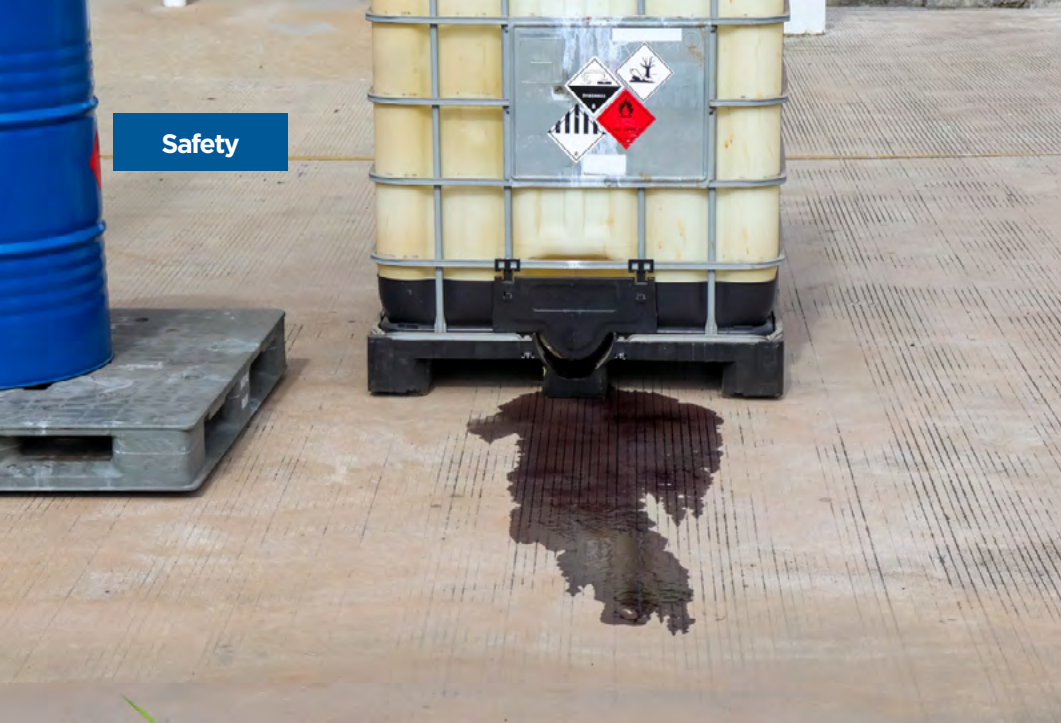
- Ask you to click on a link to fill in an online form.

When you get a call, email or text like this, stop and listen to your voice of reason. Before you act:

- 1) Ask yourself:
 - Do I owe them money?
 - Is there a reason for them to be contacting me?
 - Does this sound too good to be true?
 - How does the CRA normally reach me?
- 2) Check to see if you have a message in your online MyAccount.
- 3) Delete the scammer's message or if you're unsure, call the CRA.

There are real reasons the CRA may need to get a hold of you. When this happens, legitimate employees will provide their name, office location and a callback number.

Learn more about what Canada Revenue Agency employees will and won't do when contacting taxpayers, at canada.ca/be-scam-smart.



Many liquids can be a serious fire hazard

Flammable and combustible liquids are present in almost every workplace. Many common products, such as gasoline, solvents, thinners, cleaners, adhesives, paints, waxes and polishes can be flammable or combustible. Flammable and combustible liquids themselves do not burn. It is the mixture of their vapours and air that burns.

There are many possible ignition sources that could ignite this deadly mixture including:

- Sparks from electrical tools and equipment.
- Sparks, arcs and hot metal surfaces from welding and cutting.
- Smoking cigarettes.
- Open flames from portable torches and heating units, boilers, pilot lights, ovens, and driers.
- Hot surfaces such as boilers, furnaces, steam pipes, electric lamps, hot plates, irons, hot ducts and flues, electric coils and hot bearings.
- Sparks caused by static electricity from rotating belts, mixing operations or improper transfer of flammable or hot combustible liquids.

A liquid product's Safety Data Sheet and the supplier's labels on the containers should tell you about all the hazards for

the flammable and combustible liquids that you work with.

Following these basic safe practices will help protect you from the hazards:

- Eliminate ignition sources (sparks, smoking, flames, hot surfaces) when working with flammable and combustible liquids.
- Use the smallest amount of flammable liquid necessary..
- Keep storage areas cool and dry.
- Store flammable and combustible liquids away from incompatible materials, such as oxidizers.
- Use approved containers for disposal of rags and other work.
- Store, handle and use flammable and combustible liquids in well-ventilated areas.
- Use approved equipment, including labelled safety containers, for flammable and combustible liquids.
- Keep containers closed when not in use.
- Practice good housekeeping and equipment maintenance.

What to do if your home has a gas leak

Although natural gas is extremely safe and reliable, gas leaks can occur inside or outside your home. Knowing how to detect them can keep you and your family safe. Natural gas is both odourless and colourless, making it hard to identify. To make it easier to detect, gas utilities add a chemical called mercaptan, which causes gas to smell like rotten eggs or sulphur.

Interestingly, mercaptan is a natural chemical that's also found in the human body — it's the reason human waste and bad breath cause a stench.

Look out for other warning signs, like a hearing loud hissing sound or damage to a gas connection, pipe, or meter.

Dead or dying vegetation in the area around your natural gas meter, appliances or gas lines could also be a sign of a leak.

If you suspect a natural gas leak, here's what you should do:

- Go outside and if possible, leave the area immediately.
- Once you're a safe distance away, call your local natural gas utility's emergency number.
- Don't use phones or electronics near the leak.
- Don't use appliances or start any vehicles or motors.
- Don't smoke, use lighters or matches.
- If leaked gas is burning, call 911 and do not attempt to put the fire out yourself.
- Never assume that someone else has reported a natural gas leak.



Get a good night's sleep for a safe day

Today's safety meeting is about the importance of getting enough sleep.

Everybody's working for the weekend, and when the weekend arrives we all look forward to a little rest and relaxation. For some, it could mean staying up way too late, and then heading back to work exhausted. That exhaustion you feel could translate into working unsafely, which could put you and your co-workers at risk.

Of course, the odd wild weekend is not the only reason some of us don't get enough sleep. We all like to let loose occasionally, especially in our free time. Other reasons could be that we find ourselves committing to too many things that take up our valuable time after work. We want to be there for our kids, our friends, and our family, and if you are the type of person that says; "Sure!" to everything asked of you, you could be putting sleep on the back burner.

However, the decision to forgo sleep affects a person's ability to perform work safely. Feeling tired or exhausted can influence motor skills and reaction time, which is especially dangerous for those of us running a forklift, driving a truck, or using heavy equipment. At some point, if you constantly go to bed too late, you may not even recognize how tired you are. This could cause you to make decisions that affect your safety and the safety of those around you.

Healthy sleep habits can make a big difference in your quality of life. Here are a few tips from the National Sleep Foundation to help you get a better night's sleep:



1. Stick to a sleep schedule of the same bedtime and wake up time, even on the weekends.

This helps to regulate your body's clock and could help you fall asleep and stay asleep for the night.

2. If you have trouble sleeping, avoid naps, especially in the afternoon.

Power napping may help you get through the day, but if you find that you can't fall asleep at bedtime, eliminating even short catnaps may help.

3. Exercise daily.

Vigorous exercise is best, but even light exercise is better than no activity. Exercise at any time of day, but not at the expense of your sleep.

4. Evaluate your room.

Your bedroom should be at a cooler temperature and should be free from any noise that can disturb your sleep

and free from any light. Consider using blackout curtains, eye shades, ear plugs, and "white noise" machines like a fan.

5. Sleep on a comfortable mattress and pillows

Make sure your mattress is comfortable and supportive. The one you have been using for years may have exceeded its life expectancy – about 9 or 10 years for most good quality mattresses.

6. Avoid alcohol, cigarettes, and heavy meals in the evening

Alcohol, cigarettes and caffeine can disrupt sleep. Eating big or spicy meals can cause discomfort from indigestion that can make it hard to sleep. If you can, avoid eating large meals for two to three hours before bedtime. Try a light snack 45 minutes before bed if you're still hungry.

7. Relax.

Your body needs time to shift into sleep mode, so spend the last hour before bed doing a calming activity such as reading. For some people, using an electronic device such as a laptop can make it hard to fall asleep. If you have trouble sleeping, avoid electronics before bed or in the middle of the night.

8. If you can't sleep, go into another room and do something relaxing until you feel tired

It is best to take work materials, computers and televisions out of the bedroom.

Thanks for your attention today.

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① It's a good idea to avoid eating spicy meals just before bedtime.

True False

② Sleep deprivation can have a serious effect on your safety and the safety of others.

True False

③ Loud music and light does not have an effect on your ability to sleep.

True False

④ It's a good idea to do something relaxing before you go to bed, so your body knows it's time to sleep.

True False

⑤ Sometimes having white noise like a fan in your room can help you fall asleep.

True False

⑥ It does not matter how tired you feel, as long as you can stay awake you can do your job safely.

True False

ANSWERS: 1. True 2. True 3. False 4. True 5. True 6. False

Date of Meeting: _____

Topic: _____

Location: _____

Department: _____

Start Time: _____ Finish Time: _____

Meeting Leader: _____

Have meeting attendees sign this sheet:

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