



## Housekeeping Habits Worth Learning

*“Really look at your workspace.”*

*“A good fit between you and your desk can increase comfort and productivity.”*

To most people, good housekeeping in the workplace means straightening up at the end of the workday, but it involves much more than that. Developing the following good housekeeping habits will protect you and your fellow co-workers from injuries on the job.

Set aside a little time during the workday and at the end of your shift for these important tasks:

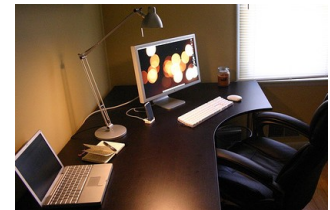
**Really look at your workspace** before you begin to

work. At each new location, evaluate the workspace to ensure that it is setup properly and free of hazards. Look for slip, trip, and fall hazards, fire hazards, and other potential safety issues like sharp edges or equipment needing repair.

**Clean up as you go.** Remove hazards before starting each new task. Clean up spills. Put away tools, binders, electrical cords, or equipment you don't need. Close drawers, and dispose of any waste properly.

**Clean before you leave.**

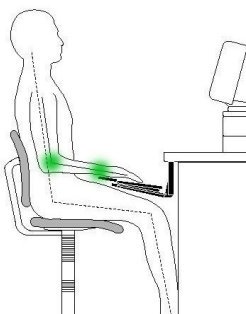
Don't leave a workstation messy or equipment running when you leave a work area. Even if you intend to come back leaving papers, files, or equipment in disarray increases the likelihood of accidents. Turn everything off and clean up so that area and equipment is ready for the next time it's used.



## Adjusting Your Workstation To Fit YOU

When it comes to your desk, one size certainly does not fit all. Optimally, your desk, chair, and equipment should be arranged so that it suits your body and the work you perform. A good fit between you and your desk can increase comfort and productivity. Just following these simple tips can greatly reduce stress, strain, and pain as you work:

- If your chair can be adjusted, then spend a few minutes familiarizing yourself with the controls and adjusting it to fit your body comfortably. Ideally your feet will rest lightly on the ground, but if your desk is too high to allow that, then consider using a footrest to prevent leg discomfort.
- Avoid reaching for frequently used objects. Eliminate awkward postures and unnecessary reaching, by moving the things you use most often closer to you, while infrequently used objects can be placed farther away.
- When using the keyboard and mouse, practice keeping your wrists in a straight line with your forearms, keeping your fingers naturally curved. Using this natural position for the hand and wrist can eliminate tendon wear over time and can alleviate pain from awkward postures. Avoid using the legs on the underside of your keyboard as they encourage your wrists to bend. Avoid planting your wrists continuously on a wrist rest or desktop.
- When seated at your computer, your keyboard and mouse should be placed about a half an arm length away. When positioned properly, your upper arms and elbows will hang naturally at your sides while typing. If you do not need to look at the keys, consider using your keyboard at a negative tilt. (See photo)



Negative tilt keyboard positioning



## TEA TIME

New research suggests that compounds found in regular tea can help prevent ovarian and breast cancers. *WebMD Medical News* reported two studies.

The first study, conducted by Harvard doctoral student Margaret Gates, found that consumption of tea, broccoli, and kale—all of which contain a compound known as kaempferol—lower the chance of ovarian cancer. The researchers recommend 10 to 12 milligrams of kaempferol a day, the amount found in four cups of tea or two cups of broccoli.

The second study, conducted by University of North Carolina doctoral candidate Brian Fink, also gave the thumbs-up to tea. Researchers found that post-menopausal women who consumed the most of a compound known as flavonoids were 46% less likely to develop breast cancer. Green salad, tomatoes, and apples are other good sources of bioflavonoids.

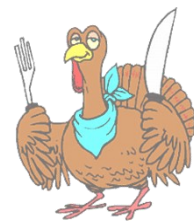
## What's For Thanksgiving Dinner?

**I**mproperly cooked, served, or stored food can make you sick. This Thanksgiving, remember these important tips:

- Wash your hands before you prepare food and after handling meat, poultry, or eggs.
- Thaw meat completely before cooking it. Frozen or partially frozen meat may not cook properly.
- Don't let perishable food sit out at room temperature for more than 2 hours. After 2 hours either refrigerate it, reheat it, or throw it away.
- Keep hot foods hot and cold foods cold. Put only the food you can use immediately on the table, and keep the rest of the food hot or cold until you serve it.
- Refrigerate leftovers right away; don't leave them out on the counter.

Cook foods thoroughly! The U.S. Department of Agriculture recommends using a thermometer to cook foods until they reach these MINIMUM temperatures:

Whole turkey or chicken	180° F
Ground turkey or chicken	165° F
Casseroles or stuffing	165° F
Pork	160° F
Ground meat or egg dishes	160° F
All other meat products	145° F



## Are You a Distracted Driver?

**O**SHA reports that distracted driving is a factor in more than 4,000 vehicular accidents a day. And it's not surprising. How often do you see drivers:

- Talking on a cell phone
- Changing the radio or climate controls
- Grooming
- Eating
- Or even reading?

How often do you do these things yourself? Experts say that drivers make more than 200 decisions for every mile they travel. To make consistently safe decisions, keep your mind and eyes focused on the road when you drive.