

## news & notes

### HOTEL SECURITY

Stay alert in unfamiliar surroundings, keeping your safety and security in mind at all times. Take these precautions:

- **If you're staying overnight, avoid ground-level rooms** in motels and hotels.
- **Keep your room door locked** and the security chain fastened when you are in your room, and lock and close windows when you leave.
- **Use the viewer in the door** to verify the identity of anyone who knocks on your door.
- **Ask at the desk how to secure valuables**, for safe places to walk or run, and for the safest routes to business meetings.
- **Check the hall before you leave your room**, and be careful entering elevators.
- **Know the fire exits closest to your room**, and count the number of doors to the nearest exit.
- **Keep a flashlight, any valuables, and your key near the bed** at night.
- **Never discuss your travel plans with strangers.**
- **Try not to walk alone** or travel at night.
- **Always carry emergency phone numbers** with you (police, fire, and your hotel).



**Business travel safety tip:**  
Travel with others when possible.

# EMPLOYEE SAFETY NEWSLETTER

**March 2012**

## Personal Travel Safety Tips

*Take care of yourself while taking care of business*

Be extra cautious and alert when traveling on business. You are more vulnerable to crime when traveling than when you are on home ground, so take precautions to protect your personal safety from threats such as theft, mugging, assaults, and other criminal acts. For example, check in daily with your supervisor. Also leave a copy of your itinerary with family or friends. And bring traveler's checks and a credit card but leave valuables at home.

### If you're flying:

- Book a nonstop flight and arrive at the airport early.
- Pack light and stow medicines in your carryon bag.
- Leave valuables home whenever possible, and never leave baggage or personal items unattended.
- Keep purses, wallets, and other valuables secure, and be alert to what's going on around you.
- Report any suspicious individuals or activities and unattended luggage to terminal Security.
- After check-in at an airport, go directly to your gate, where you will be more secure.
- Keep an eye on your bags as you pass through the security check.

### If you're driving:

- Know your travel route and make sure your vehicle is in good condition.
- Keep doors locked while driving, and lock up when you leave your vehicle.
- Wear your safety belt and drive defensively.
- Avoid suspicious-looking people, and never pick up hitchhikers.
- Park as near your destination as possible in a well-lit, visible spot.
- When returning to a parked car, have keys ready and glance around to make sure it's safe. Once inside, lock doors.

### If you're in an unfamiliar city:

- Stay with the crowd on well-lit streets, and walk with someone when possible.
- Walk briskly and confidently and keep alert to your surroundings.
- Avoid shortcuts through parks, pedestrian tunnels, or alleys.
- Have the fare for public transportation ready so that you don't have to take out your wallet.
- Avoid entering an empty subway car, and sit near the driver on a bus at night.

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### POISON PEN?

Office chemical hazards may seem minor—until you consider that if a gallon jug of ammonia cleaning solution were spilled in your office it would probably make everyone run from the office coughing. Also, if your office is part of a manufacturing facility, there may be chemicals in the manufacturing environment that could spill and impact your office.

**March 18 to 24 is Poison Prevention Week**, which makes it a good time to realize that today's modern offices have more poison dangers than you may be aware of. In fact, it's just that lack of knowledge about office chemicals that could put you at risk. Don't take these materials for granted:

- Copy machine toner
- Printer ink
- Glue
- Whiteout
- Cleaning supplies

### WORLD TB DAY

**World TB Day is March 24**, which recognizes the day in 1882 that Dr. Robert Koch announced his discovery of *M. tuberculosis*, the bacteria that causes this deadly but curable disease.

Visit <http://www.stoptbusa.org/> for information on TB and the plans to eliminate it in the United States. You can also visit <http://www.stoptb.org/> for information on "The Global Plan to Stop TB 2006 – 2015."



## Flu Fight

### *Kick bad habits to fight the flu at work*

A recent survey by Staples Advantage, the business-to-business division of Staples, Inc., confirms that office workers stick to old habits that make it harder to fight flu in the workplace. For example, nearly 70 percent of workers admit to coming in to work while sick, a habit that increases the spread of the common virus. And 60 percent of workers whose employers have sick-day policies felt compelled to go to work because "too much going on" or they felt the need to "tough it out."

Survey findings show perceptions of dirty or germ-laden workplace items don't coincide with employees' behavior:

- Nearly one-third of respondents believe their keyboard and phone are the dirtiest items in their office, yet less than 10 percent clean these items often.
- About 15 percent think the break room dish sponge is the dirtiest item in the office. Half of respondents also noted that colleagues leave dirty dishes in the kitchen.
- Less than 10 percent say they clean desk surfaces very often with disinfectants or sanitizing products, a concerning habit since 9 out of 10 respondents also said many employees at their company eat meals at their desks.
- Nearly 100 percent of survey respondents noted that they are concerned with catching a virus at work, but less than 40 percent have taken additional preventive measures to keep germs at bay.

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## What Causes Accidents?

### *Know so you can avoid*

Most careless accidents can be pinned down to one of these causes:

- **Complacency.** When you have been doing a job for a long time, you may begin to think that you know all there is to know about it. So you go around on autopilot. Or you take shortcuts.
- **Emotions.** It's human nature to get angry or upset because of things happening at home, because of an incident with a co-worker on the job, or even because someone cut you off on the way to work. These are all understandable emotions, but they can distract you from your work and make you careless.
- **Fatigue.** When you are tired, your physical and mental reactions are slower. You have trouble paying attention and remembering what to do. Of course, you can't always prevent being tired, but you can be aware of fatigue and how it can affect your performance. And this awareness can prompt you to slow down, get help, or switch to a task that doesn't require as much precision or caution.
- **Lack of knowledge.** Do you give only half your attention to training? Do you think it's not very important? These are dangerous attitudes that can lead to accidents.
- **Recklessness.** Do you think you know it all? Or do you sometimes not care what you know—or what you do? Would you rather show off and slack off than work? If so, you put yourself and your co-workers at risk.