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Accidents Happen

It's that time of year when, unfortunately, accidents happen. You're carrying a load of equipment, step outside into the cold and you lose your footing on ice or snow. Next thing you know, you're heading to the ER with an injury.

Walking to and from parking lots or between buildings at work requires special attention to avoid slipping and falling, which are some of the most frequent types of injuries that occur during the winter months. No matter how well the snow and ice is removed, you may still encounter some slippery surfaces. It is important to be constantly aware of these dangers and learn to walk safely. Below are some important safety tips to keep in mind:

- In cold temperatures, approach with caution and **assume that all wet, dark areas on pavements are slippery and icy.**
- During bad weather, avoid smooth-soled or heeled shoes or boots. Instead, wear shoes or boots that provide traction on snow and ice, preferably made of non-slip rubber or neoprene with grooved soles.
- Use special care when entering and exiting vehicles; use the vehicle for support.
- Walk in designated walkways as much as possible. Taking shortcuts over snow piles and other frozen areas can be hazardous. Look ahead when you walk; a snow- or ice-covered sidewalk or driveway, especially if on a hill, may require walking along its grassy edge for traction.
- **Point your feet out slightly like a penguin**, which will increase your center of gravity.
- Bend slightly and walk flat-footed with your center of gravity directly over your feet as much as possible.
- Extend your arms out to your sides to maintain balance.
- **Keep your hands out of your pockets**, because doing so while walking decreases your center of gravity and balance. You can also help break your fall with your hands free if you do start to slip.
- Watch where you are stepping and **GO SLOWLY!!**
- Take short steps or shuffle for stability.
- Wear a heavy, bulky coat that will provide cushioning if you should fall.
- If possible, try to avoid landing on your knees, wrists, or spine. Falling on a fleshy part of your body, such as your side, may decrease the severity of an injury.
- Try to relax your muscles. You'll injure yourself less if you are relaxed.

If you do become injured for any reason, please review the steps of the ESU #1 Accident Reporting Procedure listed below. This procedure allows for employees to follow a step-by-step process to ensure the required paperwork and information is received for

worker's compensation claim submission. If you have any questions regarding the ESU #1 Accident Reporting Procedure or worker's compensation, please contact Arianne Conley at aconley@esu1.org.

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ESU #1

Accident Reporting Procedure

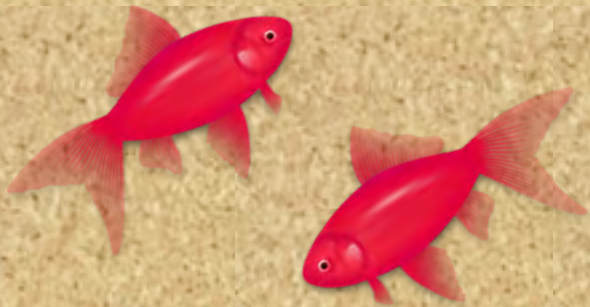
1. Employee is injured.
2. Employee notifies supervisor of injury immediately. If employee is in his/her assigned school district, notify Lisa Salmon by phone.
3. Employee completes and forwards [Accident Report](#) and [Employee's Choice or Change of Doctor Form \(Form 50\)](#) to Lisa Salmon as soon as possible (must be by end of work day). Forms are linked above and available on the ESU #1 website.
4. Lisa Salmon forwards completed Accident Report and Employee's Choice or Change of Doctor Form (Form 50) to Arianne Conley, RN (ESU #1 Nurse and Worker's Compensation Case Manager).
 - a. **Employee requires first aid only:**
 - i. Employee obtains first aid treatment = No doctor visit
 - ii. Employee contacts Arianne Conley if needed
 - b. **Injury requires Physician evaluation/treatment:**
 - i. **Report of On the Job Injury Medical Form** is provided to employee by Lisa Salmon or Arianne Conley. ***This form must be completed at EACH physician visit and then immediately returned to Lisa Salmon.*** Injuries requiring emergency treatment are not subject to this requirement.
 - ii. Follow up communication will be made by Arianne Conley.
5. Arianne Conley submits **First Report of Injury Form** to the worker's compensation insurance carrier for accidents with injuries requiring physician evaluation/treatment.
6. [Accident Investigation Form](#) is completed by employee and submitted to Lisa Salmon within 24 hours of accident.
7. Arianne Conley will communicate with injured employee and provide documentation of treatment course to worker's compensation carrier and update administration in regards to condition, work restrictions, etc.



TECHNO TALK
WITH KELLEN CONROY

Check this Out!!!

Looking for a web resource that will increase student/participant engagement in the classroom or meeting room? Try Kahoot. Kahoot is a web-based tool that can be played as a review game, introduction to a topic, or used as an exit ticket for meetings, workshops, etc. To access and sign up for a FREE Kahoot account visit www.getkahoot.com. Kahoot offers tutorials on how to set up, use, and play the game-style review quizzes!



The



Tales

25 Gifts of Happiness By the Live Happy Team

As holiday gift-giving approaches, we hope you'll join us in giving the gift of happiness. A gift of one's own time, talent or regard, a gift from the heart (instead of the pocketbook), or a gift that gives back creates lasting happiness for both you and your loved ones. To get started, I have listed (5) of the gifts I felt were most important. For additional gift ideas, be sure and check out the following link: <http://www.livehappy.com/practice/giving/25-gifts-happiness>.

1. Invite a friend, neighbor or co-worker who would be spending a holiday alone over for your holiday dinner.
2. Pay someone a compliment.
3. Just be there. Make the effort to visit relatives, especially your parents and grandparents. All they need is you!
4. Plan an unplugged weekend. No cell phones, no TV, no computer. Just each other.
5. Start the day with a positive thought and pass it along!



December 2014 - Unplug & Rewire

Learning how to balance time spent online with all of life's other activities is one of the great challenges of the digital age. Productive screen time is important, however, our health and well-being can suffer significantly if we don't limit our entertainment screen time. During December replace at least 30 minutes of unproductive screen time with at least 30 minutes of exercise each day. Complete guidelines for at least 20 days to be entered into a drawing for one of 300 \$25 gift cards. Rewire and reconnect to good habits. Some ideas to spark your ambition include:

- Spend time reading instead of playing games
- Make a rule for no phones at dinner
- During meetings, no phones allowed on tables so everyone can focus on what others are saying
- Spend time reconnecting with others social (take a walk together, plan to meet for a healthy meal)
- Create a list of things to do when you feel that you are bored that don't include hanging out on the couch with your phone!

Take the quiz below to find out additional information on the importance of "unplugging and rewiring".

1. What is the percent of American adults with a cell phone? _____
2. What percent of cell phone owners check their phones even with it's not ringing or vibrating? _____
3. What is the percentage of cell owners who have slept with their phone next to their bed so they don't miss a call, text or update? _____
4. What percent of cell owners describe their cell phone as "something they can't live without?" _____
5. What percent of teens say they can text blindfolded? _____

True/False

- a. Texting is the #2 use of cell phones. _____
- b. The average number of texts sent by an American teen each month is 3339. _____
- c. Technology use can affect mental health negatively. _____

What is FOMO?

Update:

October 2014 - Soup of the Day

- 58 staff members signed up (50%)
- 37 staff members completed the guidelines (32%)
- Winners of a \$25 gift card were Becky Ridgway and Jeanne Hill

Good job to all of our staff who signed up for the October challenge and congratulations to our winners. If you have any questions, don't hesitate to contact any of our Wellness Committee members.

Diane, Chris, Arianne and Tracey