

December 2015

Publisher:  
ESU #1  
Designer:  
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## Safe Winter Driving

Checklist and Tips from [safercar.gov](http://safercar.gov)

### Plan your travel route.

Keep yourself and others safe by planning your route ahead of time should you need to venture out.

- Check weather, road and traffic conditions and give yourself extra time to get to your destination. Don't rush!! The goal is to arrive SAFELY!
- Make sure you are familiar with directions and maps before your go even if you use a navigation system. Also, let others know your route and eta.
- Always keep your gas tank close to full, even with an electric vehicle. In case you get stuck in a traffic jam (or snowbank), you might need more fuel to keep warm. Avoid carbon monoxide poison by making sure the vehicle's exhaust pipe is clear of ice and snow, run your vehicle only long enough to keep warm and with the windows partially open.
- To always ensure safety, wait until road and weather conditions improve before heading out on your journey.

### Stock your vehicle.

You know that winter survival kit your mom got you for Christmas last year? Well, be sure to put it in your car before the winter season hits hard!! If you didn't get one for Christmas, make sure to stock these items in your car!

Stay tuned to next month's newsletter for additional tips!!

### What's in your Winter Driving Survival Kit?

While you may have a survival kit for your home, you should pack a kit for your vehicle as well. Make sure to include these cold weather essentials:



Blankets



Clothing Essentials:  
(sweat shirts, sweaters, gloves)



Roadside Visibility  
(triangle reflectors, etc)



First-aid Kit



Flashlight  
(and extra batteries)



Bag of Sand  
(to provide traction)

### Other important items to include:

- Waterproof matches
- Jumper cables
- Chains
- Ice scraper/snow brush
- Small shovel
- Energy bars or trail mix
- Cellphone & charger
- Toolkit
- Brightly colored cloth to tie to antenna

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Information provided by:









## Reminder!

In case of inclement weather, be sure to contact your school or schools to verify late starts and/or closings. Also contact the Central Office to note any changes to your calendar.

## Announcements!

The ESU #1 Central Office will close for the Holiday Season beginning Tuesday, December 22, 2015 at 2pm and remain closed until Monday, January 4, 2016 at 7:30 am



## It's a Boy!

*ESU #1 School Psychologist Intern, Cody Smith and his wife Morgan, welcomed a new baby on Thursday, November 5, 2015 at 11:46 pm. Owen weighed in at a whopping 8 lbs. 14 oz. and was 21.5" long.*

## Congratulations!





## December 2015 - Perfect Beverage

What if you could find something to improve your health that was free and could be done during the work day? It's no magic bullet, but the benefits of drinking water each day are many. Water can help control calories, energize muscles, keep skin glowing, help circulation and keep us from feeling tired, just to name a few.

When you sign up for the next EHA Wellness Program, PERFECT BEVERAGE, you'll receive a Sistema water bottle to take on the go. You will also be reminded each day to drink 5 cups (40 ounces) of water and reduce or eliminate the consumption of all sugary drinks during the month of December. You'll receive tips (and always a healthy recipe) to help make water your choice of beverage.

Registration is now open...go to [www.ehawellness.org](http://www.ehawellness.org) and enter your code to sign up. Forgot your EHA Wellness Code? Go to [www.ehawellness.org/code](http://www.ehawellness.org/code).

### Update:

October 2015 - Snack Attack

- 69 staff members signed up (61%)
- 31 staff members completed the guidelines (45%)
- EHA winner of a \$25 gift card was Becky Rieken
- ESU #1 winner of a \$25 gift card or ESU #1 apparel is Stephanie Kanaly

November 2015 - Personal Health Assessment

- 78 staff members signed up and completed the PHA (69%)
- All 78 staff members will be given a \$25 gift card for completing their assessment

Good job to all of our staff who signed up for the October challenge, the November EHA Personal Health Assessment and congratulations to our winners.

### Looking ahead:

January 2016 - ESU Weight Loss/Eat Right Programs

February 2016 - EHA Supremely Happy

March 2016 - ESU Weight Loss/Eat Right Programs (Part 2)

If you have any questions, don't hesitate to contact any of our Wellness Committee members.

Diane, Chris, Arianne and Tracey

# 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.