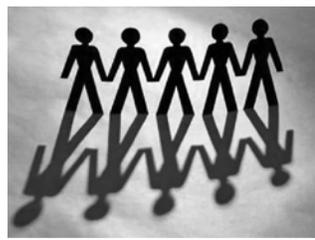


## Research shows good relationships boost happiness, lower stress, improve health

**W**hen life gets busy, our relationships can suffer. Between working, parenting and running households, we may feel like we simply don't have the time to nurture them. But failing to do so can affect both friendships and family life. Mounting stress, guilt and circuit-overload will eventually take their toll. If any of this sounds familiar, try these tips and watch your relationships improve:



- **Be proactive.** Don't wait until you have time – make time. Calendar outings with a loved one – and honor the commitments.
- **Save time.** Running a household wisely can give you more time to spend with your loved ones. Consider automating your finances, or asking family members

to routinely help with household chores, or cooking in large batches and freezing the leftovers for quick meals later. Subscription, delivery and pickup services also can help.

- **Run errands together.** The next time you need to run an errand, take a family member or friend along. You can go to the gym together, visit the farmers' market or take the dog for a walk.
- **Work smarter.** Is work taking over your personal time? When you can, try asking others to help and always have a backup. Remember to set boundaries between work and personal time – and defend those boundaries. Before saying yes to a project, think about whether you can finish it during work hours.
- **Spend time wisely.** Often we spend a lot of time on things that don't add any real value to our lives, such as being glued to the computer. Limit screen time and instead spend it with your loved ones.

*(Continued on page 2)*

## Time to ready plans to curb heat illness on the job

**S**oon the summer heat will be here. Are you prepared to meet the heat illness prevention rules? Remember that California employers are required to take the following four steps:

1. **Training** – All employees and supervisors are to be trained in heat illness prevention.
2. **Water** – Employers are required to provide enough fresh water so that each person working in hot conditions can drink at least one quart, or roughly four eight-ounce glasses, per hour and employees should be encouraged to do so.
3. **Shade** – Access to shade is a requirement and regular five-minute time-outs in shade-cooled areas are recommended. Those working in the heat should not wait until they feel sick to take cover from the heat and sun.
4. **Planning** – The district must develop and implement written procedures for complying with the Cal/OSHA Heat Illness Prevention Standard.



Contact your district to request your plan or visit the SIA website at [www.sia-jpa.org](http://www.sia-jpa.org) for templates and resources.

*Designed with school district leaders in mind.*





## Research: Good relationships boost happiness

(continued from page 1)

Beyond these time-management tips, you can also strengthen your bonds with friends and loved ones in other ways:

- **Show gratitude.** When was the last time you told your spouse “I love you”? Or told a friend how grateful you are for his/her friendship? Saying thank you can brighten a loved one’s day – and the reaction you get may brighten yours.
- **Make someone’s life better.** On a daily basis ask yourself what you can do for five minutes to make someone’s day better. Maybe your spouse is nervous about a big presentation and could use a few kind words. Or maybe you have a friend who’s going through a divorce and needs support.
- **Reach out often.** Every bit of contact helps keep a relationship going. If you’re really pressed for time, send your loved one a brief message to check in. Or make a quick phone call. Keep in mind that technology can make it easier to connect with loved ones and friends, but there’s nothing quite as good as face-to-face meetings.
- **Be a good listener.** Want to be a better listener – and a better friend, parent and partner? Avoid interrupting, refrain from giving advice off the bat, don’t become defensive and offer your full attention. During a conversation, remember to repeat what someone says every so often, maintain eye contact, uncross your arms, lean in and really listen.
- **Fight smart.** Yes, conflict is a natural part of a relationship. In the strongest relationships, people know how to fight and resolve conflict. The next time things get tense, try these phrases to cool things off:
  - » “What can I do to make you feel better?”
  - » “Go on.”
  - » “I can see my part in this.”
  - » “I love you.”
  - » “That makes sense.”
  - » “Please tell me what’s going on.”
  - » “I need some time to calm down so I’ll listen better.”

Start using these tips and you may see your bond with a loved one grow stronger.

Source: Managed Health Network

## EAP is there to lend a hand

In addition to the personal services available through the Manage Health Network’s (MHN) Employee Assistance Program (EAP), SIA member districts that participate in the EAP also have access to management support. For more information on how to access these services, please contact your district EAP coordinator or Teresa Franco at [tfranco@sia-jpa.org](mailto:tfranco@sia-jpa.org).

Districts participating in the SIA EAP:

- El Dorado County Office of Education
- Folsom-Cordova USD
- Galt Joint Union Elementary SD
- Galt Joint Union High SD
- Hayward USD
- Latrobe SD
- Natomas USD
- Natomas Charter SD
- Placerville Union SD
- Rescue Union SD
- River Delta USD
- Robla SD
- Sacramento City USD
- Sacramento County Office of Education

## Three ways to curb tongue-wagging in the workplace

You’ll never entirely rid your workplace of gossip, but with a little effort it might be possible to eliminate the most destructive rumors and curb the more negative effects of gossip. Following are some tactics to help quell the office rumor mill:



1. **Information.** In the absence of facts and knowledge, gossip flourishes. People tend to make guesses and assumptions, and before you know it the rumor mill is in full operation. The more factual the information you provide your staff, the less likely they’ll be able to fill the void with rumors and incorrect information.

2. **Involvement.** Want to quiet a gossiper? Make that person feel like a valued part of your team. Workplace gossips often talk because they want to be in the know, and they often quiet down once they feel they have insider knowledge.

3. **Interaction.** When staffers work without frequent contact with leaders, the rumor mill starts. Interacting doesn’t mean you need to schedule meetings or formal reviews. Simply listen to them, talk with them, and train, teach and mentor them.

Source: Communication Briefings



Designed with school district leaders in mind.

## Replacing playground equipment parts has to be done right

**S**chool play equipment gets a lot of use and is affected by weather, vandalism and age. Ongoing maintenance is necessary to ensure playground safety. When parts wear out, the proper replacement parts should be on hand and readily available. Using ill-fitting or non-regulation replacement parts on play apparatus is trouble, even tragedy, in the making.

A young Colorado girl recently died when she became entangled in a swing seat that was considered ADA-compliant. While there's some question as to whether the swing was even appropriate for a public playground, it's important to confirm that all school apparatus replacement parts meet manufacturer requirements before using them.

Play components and equipment hardware designed for use on public/school playgrounds differ from those designed for backyard use. Home equipment typically isn't as strong and doesn't meet public/school use regulations. Examples of home equipment not appropriate for schools are the plastic play houses.

All play equipment hardware, including nuts, bolts and chains, should be approved by the equipment manufacturer. The equipment warranty may be voided if non-approved hardware is installed. Keeping manufacturer parts on hand, as feasible, can minimize playground down time when something malfunctions or breaks.



## Protect your priorities from interruptions

**D**on't allow your colleagues' interruptions to control your schedule. Stay in charge with these tips:

- **Meet in their work spaces.** Whenever possible, turn down colleagues who pop into your office asking for "just a minute" of your time. Tell them you need a few moments to wrap up your current task and agree to meet in their work spaces. That way you can leave when you need to, instead of waiting for them to vacate your office.



- **Schedule it.** Answer honestly when someone asks, "Can I ask you a question?" If you don't have time to spare, say so and suggest a time that works better for you. Then, while the person is still there, enter that appointment on your calendar to validate the request.

- **Assert yourself.** When someone seems rooted in your office and you want to return to your work, make a past-tense statement to signal that the conversation is over: "I'm glad we talked." If that doesn't work, smile pleasantly and say, "Please excuse me now; I need to return to work."

Source: *Communication Briefings*

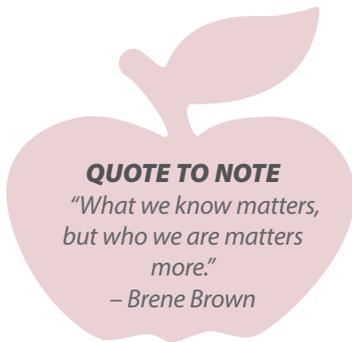




## Use WeTip to prevent crime

**S**IA provides our member districts the services of the WeTip crime-reporting hotline. When promoted well, WeTip also can be a preventive tool. Posting that your site is being watched and that an anonymous hotline is available may make a potential criminal think twice.

Posters, magnets, wallet cards and more are available to promote the program at your site. All materials are free and available from your district WeTip liaison, or by contacting Teresa Franco at [tfranco@sia-jpa.org](mailto:tfranco@sia-jpa.org) or at (916) 364-1281.



### QUOTE TO NOTE

*"What we know matters, but who we are matters more."*

– Brene Brown

*The material in this newsletter should be part of your Injury and Illness Prevention Plan (IIPP).*

*Keep a copy of this newsletter in your IIPP binder.*

## Lace 'em up and get out there for some good old-fashioned walking

**E**very step counts! Walking is fun, good for cardiovascular health, easy on the joints, stress-reducing and creativity-boosting. All you need are shoes and a place to walk. Here are some ideas to inspire you to get out and "hoof it" more often:



- **Explore a new neighborhood by foot.** Do a little research beforehand and choose a route where you can walk through a local park or pass a historic statue, street or other landmark.
- **Pick a coffee shop or restaurant you'd like to visit.** Aim for a place farther away from where you usually go. Invite a friend so you'll have dining and walking company.
- **Keep an eye on local bulletin boards and signs for yard sales.** When Saturday comes around, pack re-usable bags, bring your cash and walk to the yard sale locations you've mapped out.
- **Download an audio book, podcast or play list to listen to while you walk.**
- **Bring walking to your office.** Have walk-and-talk meetings instead of sitting in a meeting room. Or go for a noontime power walk to raise your energy level.
- **Create a scavenger hunt.** Prior to heading out, make a list of things you must see on your walk before you can go back home. For example, a red car, a small dog and a mailbox. You can even make seasonal or themed lists.
- **Make it a workout.** That's right, walking can be a good way to raise your heart rate. Set yourself a targeted intensity or time and lace 'em up!

Source: [www.healthyfamiliesbc.ca](http://www.healthyfamiliesbc.ca)



[www.sia-jpa.org](http://www.sia-jpa.org)

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