



wellness & safety



Schools Insurance Authority

Volume XXVII, No. 2 • November – December 2016

Boost your health and well-being with gratitude

It's the season of thanks, and throughout history philosophers and religious leaders have promoted gratitude as a benefit to health and wellness. Current research in psychology and neuroscience is supporting that view and proving that gratitude is transformative for your overall well-being.

Studies have shown that those who acknowledge the good in their lives benefit in multiple ways. Grateful people take better care of themselves, have stronger immune systems and less stress. Gratitude also builds better self-esteem, increases productivity and strengthens relationships. Yet, being grateful doesn't really come naturally to us because it's a choice.

To help you make a choice that will enhance your day and your life, try one or more of the following:

- **Keep a small notebook and each day write down what you're grateful for.** You don't need to write anything extensive; simply writing "rain" or "my car started" is appropriate.
- **If you're experiencing a stressful situation at work, take a five-minute break** and write down what you appreciate about your job.
- **Substitute the words "have to" with "get to."**
- **Say thank you to a co-worker for something he or she did that day.**
- **Create a list of benefits in your life** and ask yourself, "To what extent do I take these for granted?"
- **Take a walk and observe the smells, sounds and sights around you.**



The SIA staff wishes you and your family peace, good health and joy this holiday season and throughout 2017.



- Successful strategies for exercise
- Heads up when it's wet

5 strategies to help you stick to an exercise routine

Eric Thygesen, ACSM Exercise Physiologist, SIA Prevention Services

I've helped people with exercise strategies throughout the years, and I find that the most common problem is not the exercises themselves, but getting started and sticking with the regimen. Many intend to reach their goals, but when they don't, it often discourages them from going to the gym or getting up off the couch and starting a workout.

Baby steps – Most people jump in over their heads when it comes to an exercise program. But in reality, you can't walk a mile with just one large step. Small steps get you to where you need to go. For example: If you've never run, don't expect to be able to run a mile on the first day. Run a block, run two blocks. Do something in the beginning that you know you can accomplish. This helps build confidence and doesn't set you up for failure.

Document your progress – Write everything down! I can't stress this enough. Looking back on your progress and small successes can be extremely motivational. Also, knowing what exercises you're doing on a certain day makes you more likely to get them done. I'm much more efficient at work or at the gym if I have a plan for that day. Check the exercises off the list one by one after you finish them.

Treat your exercise like an appointment – Most of us make it to our doctor or dentist appointments. Handle exercise the same way by putting it on your calendar at home or on your phone. Most of us have busy schedules, so making your exercise an appointment on your calendar will make it more likely you'll show up.

Pick days you exercise and stick to them no matter what – If you say you're going to the gym on certain days, go! Even if you don't feel well that day or are tired. Show up and check in, even if you do nothing. You've just created that habit of going to the gym when you said you would. You're creating good habits this way.

Get a workout partner – Sometimes having someone to work out with can be very motivational. Someone to help push you through that last repetition or that last few minutes also keeps you honest. Peer pressure can be a powerful tool.



When it's wet, it's slippery, so take care

With the rainy season on the horizon, be especially mindful of safety while walking, biking and driving. Be aware of your surroundings and the weather conditions to help you avoid mishap and possible injury.

And as always, avoid texting while on the move!

When walking:

- **Wear shoes that have good traction.** Avoid high heels.
- **Keep a reasonably slow walking pace** and don't turn sharply.
- **When navigating sidewalks and parking lots,** keep your hands free as much as possible to help you maintain balance.
- **Walk on designated pathways.** Avoid taking shortcuts as they may be slippery.
- **When using stairways,** hold the handrails.
- **When coming indoors from wet weather,** wipe your shoes on a doormat to avoid tracking water into the building. If doormats are soaked, inform the facilities manager.
- **If you spot a building area that's slippery,** promptly inform the facility's main office.

When biking/driving:

- **Reduce your speed** and increase following distance during wet road conditions.
- **When biking,** avoid puddles wherever possible.
- **Be highly visible.**
 - ◇ When driving, use headlights.
 - ◇ When biking, use bike lights and wear high-visibility clothing.

Curb crimes of opportunity •
Pesticide use reports are due •



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Protect yourself from 'crimes of opportunity'

Office areas and classrooms are usually secure, but personal belongings left out and visible are vulnerable just the same. Take care around your work space, parking lots and public areas. Theft is a crime of opportunity. Reduce the opportunity and you'll reduce the likelihood of being victimized. Some tips:

- **Don't leave items on show.** Be aware of where you place your personal items. If they're visible to others, they're temptations for thieves.
- **Mark your belongings.** Computers, phones and other expensive equipment should have personal identification. This will also help your items to be returned to you if you misplace them.
- **Keep possessions inside vehicles out of view, even if the vehicles are locked.** Also, turn on vehicle alarms.
- **Put purses, wallets and keys in locked drawers or cabinets.**
- **Don't carry and don't show off large amounts of money.** You're an easy target if someone spots you wielding a lot of cash.
- **Escort visitors and vendors to their destinations** and stay with them.
- **If you see a stranger wandering your halls,** ask politely who they're there to see and if you can help them.
- **Don't let people you don't know follow you into secured areas (called tailgating).** If you need to use a key or pass code to get into an area, be aware of anyone behind you. If you don't know the person, direct him or her to the front desk or reception area.
- **Don't loan your keys or share your access codes with anyone.**
- **Don't leave personal items in meeting rooms unattended.**
- **Keep coat racks and hangers away from doorways.**
- **Don't keep wallets, phones and keys in coat pockets and then hang coats in open areas.**
- **Lock your computer when you're away from your desk** to prevent easy access to your files.
- **Double-check your workspace before you leave** to ensure all valuables are put away.



*Reduce the opportunity...
reduce the likelihood of
being victimized.*

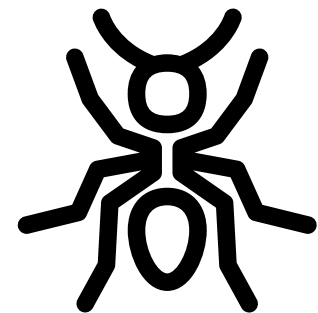
Pesticide use reports are due each January

School districts are required to submit pesticide use reports describing pesticide applications made by school-site employees before the last day of January each year. The reports are required by the California Department of Pesticide Regulation (DPR) and are required to outline usage from the previous year. For example, all pesticides used in 2016 need to be reported by January 30, 2017.

District staff should use DPR form HSA-118 (Pesticide Use Reporting for School and Child Care Employees), which is available on the DPR website. Refer to the website for additional instructions.

All school staff who use pesticides in any form, including disinfectants and sanitizers (wipes or sprays), must have completed the DPR-approved training before using the products. The one-hour training is available online at the DPR website. Other approved resources are also noted.

For questions and additional information, visit www.cdpr.ca.gov or email school-ipm@cdpr.ca.gov.





- Holiday decorating checklist
- WeTip is your free crime fighter

A checklist for holiday decorating



- ✓ **Use only flame-resistant or non-combustible decorations.**
- ✓ **Use only UL-approved lights.** Discard lights or cords that have exposed wires, loose connections or broken sockets.
- ✓ **Never plug a power tap into another power tap** to create a chain.
- ✓ **Don't run cords under rugs or across doorways.**
- ✓ **If allowed by your district,** Christmas trees on school property must be treated and certified as flame-resistant by someone licensed to perform such treatment.
- ✓ **Don't block exits and walkways** with rearranged furniture or decorations.
- ✓ **Candles aren't acceptable in the classroom or office.**
- ✓ **Use only power taps with over-current protection and don't use extension cords.** Power taps cannot be longer than eight feet.
- ✓ **Clean up all party treats to avoid attracting pests.**
- ✓ **Don't hang decorations from wires across the classroom.** They can interfere with intrusion alarm sensors and can be a hindrance to maintenance staff or firefighters.
- ✓ **Don't hang paper decorations on your door.**

WeTip: It's the free gift that keeps on giving

Don't forget to promote WeTip to help reduce crime on your campus during the holidays. WeTip is an anonymous hotline available 24 hours a day, 365 days a year. The service is free to all SIA members. To help promote the program at schools and work sites, you can request posters, wallet cards, magnets and more. For more information, contact Teresa Franco at tfranco@sia-jpa.org or 916-364-1281, ext. 1256.



QUOTE TO NOTE

"It's not happy people who are thankful, it's thankful people who are happy."

—Anonymous

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 and be sure all employees receive a copy.