



# Over the Edge

## A quarterly publication for injury and illness prevention

Winter 2016

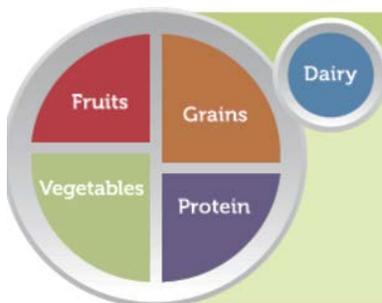
### **A New Year. A New You. Eating Healthy In 2016.**

Eating healthier is a common New Year resolution many Americans make. Setting goals is a good thing and eating healthy is a great goal to set for yourself. Eating healthier may help you to feel better, help you lose weight, and combat against certain cardiovascular diseases as well. However, it is reported that 49% of those who promise to be better in the upcoming year, usually fail. Set yourself up for success by following some of these simple hints to get yourself on the right track in 2016:

**Small steps** - Don't dive into the deep end! Take small steps, like adding a salad to your diet once a day, as opposed to a big drastic change. Slowly the small changes will soon become a habit.

**Drink lots of water** - Replace your soda or juice with water. Water helps to flush your body of waste and toxins. Staying hydrated will help combat fatigue, low energy, and headaches. Some mistake thirst for hunger. The more hydrated you are the more likely you are to stay satisfied and make better food choices.

**Keep it simple**- Counting calories may be too overwhelming. Instead, try a different approach. Incorporate a variety of colorful fresh food. Avoid packaged, canned, and processed foods.



**Moderation is key** - Avoid the food coma, usually induced by inhaling large amounts of food causing extreme lethargy. Eat smaller portions. Many restaurants serve enormous portions. If you are dining out, eat only half. Your serving of meat, fish, or chicken should be the size of a deck of cards. Your serving of a side of mashed potatoes, rice, or pasta should be the size of a light bulb.

**Timing is everything**- Breakfast is the most important meal of the day. It can help jumpstart your metabolism. Continue to fuel your metabolism by eating small meals throughout the day. This helps to keep up your energy and makes it easier for the body to break down and digest the food you have ingested.

For more information on how to eat healthier go to [www.ChooseMyPlate.gov](http://www.ChooseMyPlate.gov)

### Emergency Kits and preparations



The National Oceanic Atmospheric Administration (NOAA) reports El Niño has an 80% chance of lasting into spring. El Niño is a complex weather pattern resulting in variations in ocean temperatures in the Equatorial Pacific affecting weather around the world. What does this mean for California? More rain. Although California needs more rain to help out with the drought, a copious amount of rain in a short period of time can lead to disasters like flooding and mudslides. Are you prepared for a natural disaster? The Department of Homeland Security provides tips and information on how to be more prepared for emergencies throughout year. An easy way to prepare for an emergency is to build a disaster supply kit. Here are basic items to include in your kit:

- Water- one gallon of water per person for at least three days.
- Food - a three day supply of non-perishable food.
- A hand crank radio and flashlight.
- First aid kit. Check to make sure it is well stocked and complete.
- Whistle that could be used to signal for help
- Dust mask, plastic sheeting, and duct tape for sheltering in place
- Moist towelettes, garbage bags with plastic ties and containers for personal sanitation use.
- Cellphone with extra chargers or external batteries.
- Other supplies - take into consideration for unique and special needs like Prescription medications, pet food, and baby formula or diapers.
- A tool box – with the simple things that you may need. Screwdrivers, hammer, pliers and other basics. Be sure to include any special tool you may need to turn off the water or gas main.



Maintaining your emergency kit is just as important as getting one put together. Take note to replace items that spoil or will expire such as water and canned foods. Replace and change out batteries especially if it is corroded. Storing your emergency kit in a cool dry place will help prolong the life of your supplies as well.

For more information go to [www.ready.gov/build-a-kit](http://www.ready.gov/build-a-kit)

## **Office ergonomics**

Ergonomics is a process of fitting the work environment to the worker to provide optimum comfort and avoid injury. It should never be the other way around! You shouldn't have to feel uncomfortable while working at your desk.



How are you sitting?

- Your chair should be adjusted properly to fit your body and assist in maintaining your posture.
- Sit all the way back in your chair and don't slouch. Rest your back on the chair's back rest. This will lessen muscle fatigue as you sit throughout the day.
- Use a foot rest. The foot rest will help push you back into your chair and help you to maintain proper posture.

### **Where is your computer monitor?**

- Some employees opt to place their monitors to the left or right side of their desk, requiring head shifted at an angle in order to view the monitor. This will cause neck and shoulder pain. Move your monitor so it is square and directly in front of you.
- Adjust the monitor so that the point, three inches down from the top of the monitor, is at eye level. This may require putting the monitor on a stand or taking the monitor off the stand and placing it directly on the desk.

### **Keyboard and mouse**

- Keep your keyboard and mouse on the same plane and as close together as possible.
- Place the keyboard and mouse at a height where your elbows would be bent at a 90 degree angle when in use. This is the most optimal position.

### **Work and rest cycles**

- Sitting for long periods of time is unhealthy and harsh on the body. Try to break up work tasks so that you are getting up from your chair periodically throughout the day.
- Set a timer to remind yourself to stand up, stretch, and move around for a few minutes each hour.

**Exercise.** Try these stretches in your office or at your desk (always consult with your physician before incorporating and new stretch or exercise into your daily routine):

- Shrug your shoulders – Lift your shoulders high up to your ears. Hold. Release and drop. Repeat three times.
- Shake your head slowly in a yes and no motion-Move your head from left to right and then up and down.

- Hand circles- Clench both fists, stretch both hands out in front of you, and make circles in the air. First in one direction and then in the opposite direction. Doing each for a count of ten.
- Stretch the upper back- Take a deep breath and interlace your fingers and stretch both arms in front of you. Exhale and hold the stretch.
- Continue to stretch your back by giving yourself a big hug- place the right hand on your left shoulder and the left hand on the right shoulder. Breathe in and out, this releases the area between your shoulder blades.
- Get up out of your chair- Instead of sending an email to someone in the office, walk over to the employee and talk to them.

## **Online Security with Social Networks**



Technology has evolved tremendously in a short period of time. The internet and online world has changed how we interact with each other, how we talk to each other, and how we receive and put out information. Risks also come with the sensation of online connectivity. According to the FBI's Counterintelligence division, cyber-security and awareness is necessary as online hackers, bullies, and criminals attempt to exploit Social Media. Social hackers exploit connections through social networks by manipulating people through social interactions to get what they want. Their tactics are often disguised as harmless and legitimate actions. It is important for both adults and kids to understand the risks involved when participating in social networking and media. Some popular social networking sites include: Facebook, Twitter, Instagram, Tumblr, and YouTube. Many users do not understand the impact a posting can have on their privacy and the privacy of others in their network.

### **A diamond is forever...and so are your social network postings.**

Once information is posted to a social networking site, it is no longer private. The more information you post, the more vulnerable you may become.

Check out the Settings for your Social Media Apps. For additional help, a number of organizations and websites provide details on how to protect you and your workplace from social networking threats.

[www.OnGuardOnline.gov](http://www.OnGuardOnline.gov)  
[www.fbi.gov](http://www.fbi.gov)  
[www.dhs.gov](http://www.dhs.gov)  
[www.staysafeonline.org](http://www.staysafeonline.org)