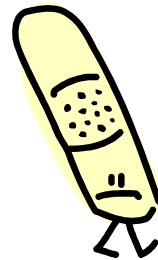


HATS ON FOR SAFETY!

More Than Just Band-Aids!

“Mickey Mouse
Band-Aids
won't cut it
at the office..”

Think about the first aid kit you have at home. Does it contain a couple Mickey Mouse Band-Aids, a bottle of hydrogen peroxide and some cotton balls? This probably won't shock you, but that can't cut it at the office. Especially not in the environment in which you work where cuts, scrapes, and worse are a part of daily life.



Are YOU prepared to assist coworkers who get hurt on the job?

Other suggested items include: pain reliever (do not administer to an employee in case of allergic reaction), antibiotic treatment, a breathing barrier, burn dressing, cold compress, eye wash, and roller bandages. Tourniquets should not be included as they are to be used in a last-resort

situations and by trained professionals only.

Surprisingly enough, this is one aspect of the job that OSHA is quite vague about. Their only requirement is that if an infirmary, clinic or hospital is not located in “proximity” to the office, that someone be on hand with certification in CPR and First Aid and that “physician approved” supplies be available. So what exactly should you have in your handy first aid kit?

4-Safety.com listed the following items that are a “must:” a 32 inch absorbent compress, 16 1” x 3” adhesive bandages, 3/8” x 5yd. adhesive tape, 10 applications of .14 fl.oz. antiseptic, six applications of 1/32 oz. burn treatment, 2 pairs of medical exam gloves, four 3” x 3” sterile pads and one 40” x 40” x 56” triangular bandage.

At all times in the kit there should be a list including exactly what is contained, the quantity, and when and where it was purchased. Make extra sure that items that have expiration dates are replaced as necessary. If you'd like to color-code your kit to FDA standards, blue is for antiseptics, orange for personal protective equipment, yellow for bandages, red for burn treatments and green is for miscellaneous items.

As stated earlier, it's good to have several people on staff that are trained in both Adult CPR and First Aid. After all, OSHA doesn't specify the definition of “proximity.” These classes are available through your local area Red Cross. They might even be able to come to your office for a training seminar.

For more information on first aid and other safety requirements, please contact us. Our close relationship with the National Safety Council, OSHA and Federated Insurance is here for our members use. Don't hesitate to call.

SBMA Safety Newsletter

PO Box 18667

Charlotte, NC 28218

800-849-1503

704-331-9663

Editor: Shauna S. Sibila

shauna@southernbuilder.com

Some of this information was taken from www.4-safety.com.

Let Us Know What You Think

What are *YOU* worried about? Help us out by letting us know about safety topics that could help keep your workplace safe!

Give us your feedback on this new mailing!

Inside Story Headline

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is

to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find "filler" articles by

accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you're finished writing your newsletter, convert it to a Web site and post it.

Caption describing picture or graphic.

Inside Story Headline

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note

business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your

business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.

Inside Story Headline

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you're trying to convey. Avoid selecting images that appear to be out of con-

text.

Microsoft Publisher includes thousands of clip art images from which you can choose and import into your newsletter. There are also several tools you can use to draw shapes and symbols.

Once you have chosen an image, place it close to the article. Be sure to place the caption of the image near the image.

Caption describing picture or graphic.

"To catch the reader's attention, place an interesting sentence or quote from the story here."

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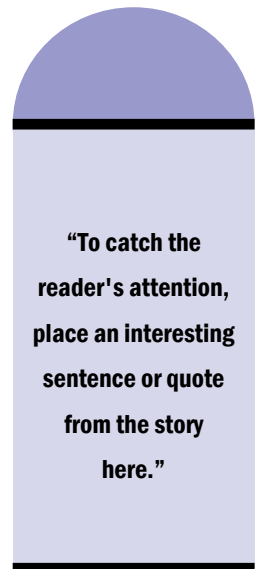
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Primary Business Address
Your Address Line 2
Your Address Line 3
Your Address Line 4

Phone: 555-555-5555
Fax: 555-555-5555
E-mail: someone@example.com



Y O U R B U S I N E S S
T A G L I N E H E R E .

We're on the Web!
example.microsoft.com

This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U.S. or European markets), and a profile of the types of customers or members served.

It would also be useful to include a contact name for readers who want more information about the organization.

Back Page Story Headline

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.

A question and answer session is a good way to quickly capture the attention of readers. You can either compile questions that you've received since the last edition or you can summarize some generic questions that are fre-

quently asked about your organization.

A listing of names and titles of managers in your organization is a good way to give your newsletter a personal touch. If your organization is small, you may want to list the names of all employees.

If you have any prices of standard products or services, you can include a listing of those here. You may want to refer your readers to any other forms of communication that you've created for your organization.

You can also use this space to remind readers to mark their calendars for a regular event, such as a breakfast meeting for vendors every third Tuesday of the month, or a biannual charity auction.

If space is available, this is a good place to insert a clip art image or some other graphic.

Caption describing picture or graphic.