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CITY OF MISSION  
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# Health & Wellness *Highlights*

WELCOME TO THIS MONTH'S EDITION OF *HEALTH & WELLNESS HIGHLIGHTS*. IN THIS ISSUE, WE WILL BE HIGHLIGHTING THE IMPORTANCE OF:

## Work Place Safety

### Put Your Best Foot Forward

Occupations such as construction, factory work or other physical types of jobs can place significant demands on your back. Exerting too much force on your back may cause injury. If your job is physical in nature, you might face injury if you frequently lift or move heavy objects. The good news is that you can avoid back pain and injuries by paying attention to what causes them and focusing on prevention. Here are safeguards to keep in mind when you lift:

#### Start in the best position

Think through your task first, before lifting. Decide where you'll place the load and how you'll get there. Remember not to bend your waist or lock your legs. Instead, plant your feet firmly on the ground, standing as close to the load as possible. Kneel down, resting one knee on the ground. Lift the object from between your legs and hold it close to your body.

#### Have a leg to stand on

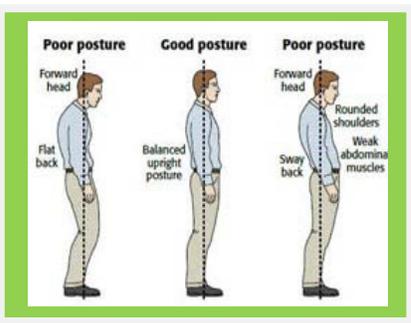
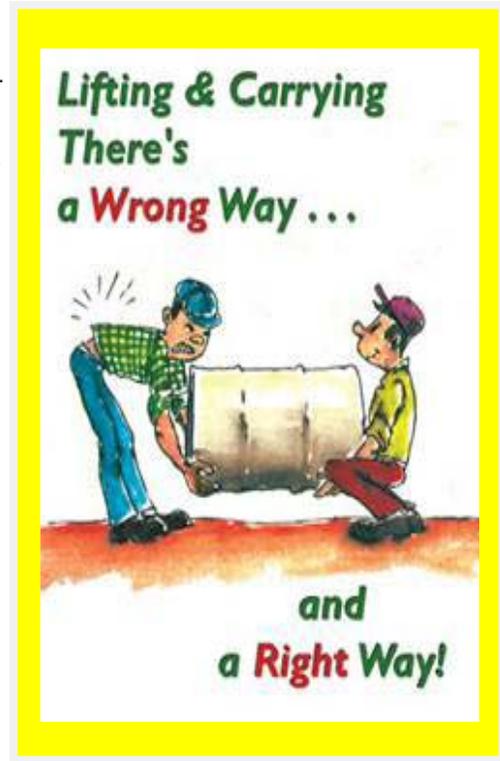
Your leg muscles are some of the strongest muscles in your body — use them to lift the load. Keep your back as straight as possible and tighten your abdominal muscles to help support your spine.

#### Keep the load close at hand

When you are standing and ready to move, hold the load close to your body. This will reduce the strain on your lower back. Avoid turning or twisting while holding the load. Turn by pivoting your feet, not your back. Also, avoid lifting heavy loads above your waist.

Always ask for help if an object is too heavy and use equipment or tools to assist when available. And next time you get ready to pick up a load, give your back the lift it deserves.

Sources: Mayo Foundation for Medical Education and Research; National Institutes of Health



### Stay Ahead of the Curve for a Healthy Back

Your back is formed with three natural curves in an S-shape. When these curves are aligned properly, your ears, shoulders and hips are in a straight line. Without support from strong, flexible muscles, your back loses its three natural curves. Poor posture can lead to pain and serious injury.

Aerobic exercise, combined with healthy eating and maintaining your ideal weight, can help build the muscles that support your back and eliminate any unnecessary strain. Think about making some new lifestyle choices today to help maintain your curves for a healthier, pain-free back.

Sources: Mayo Foundation for Medical Education and Research; National Institutes of Health



Does your job promote workplace safety?



## Do Your Job To Promote Workplace Safety

Workplace safety is no accident when you speak up and do your part. Common sense and personal interest in safety are still the greatest guarantee of your safety, wherever you are. Always think of safety as you perform your job, or as you learn a new one.

Make safety rule at your workplace by following these guidelines:

- 🌿 Report sickness or injury to your manager
- 🌿 Do not wear loose clothing or jewelry around machinery
- 🌿 Keep your work area clean
- 🌿 Observe 'No Smoking' regulations
- 🌿 Don't block access to fire extinguishers
- 🌿 Report any unsafe condition or acts to your supervisor
- 🌿 Help to prevent accidents

*Source: Nonprofit Risk Management Center*

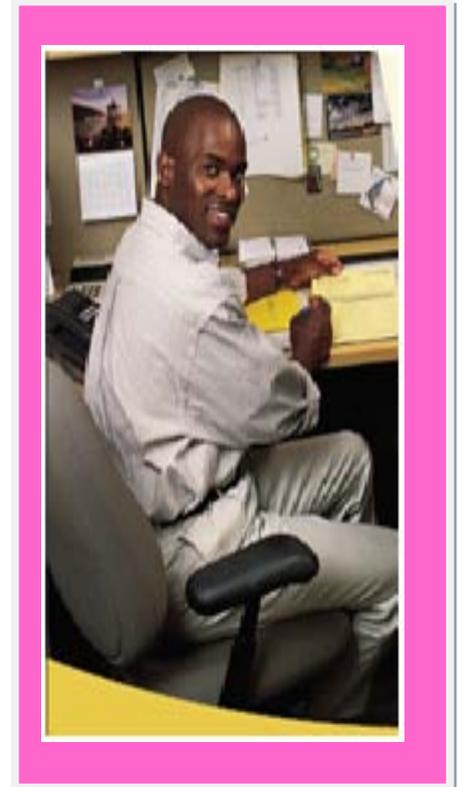
## Set Up Right, Sit Up Right

### A Guide to planning a Comfortable Work Station:

Having a well planned and designed computer workstation can help increase your energy, minimize stress and even boost morale. Of course, everyone has different tasks and different body types, so a workstation setup must suit your particular situation. The ultimate goal of ergonomics is to design a workspace that is comfortable and safe. Seat adjustment, lighting levels, location of desk accessories and tools and repetitive tasks can make or break the functionality of a workstation. When set up correctly, a properly adjusted workstation can make all the difference in how you view and perform your job responsibilities.

### 12 Tips for an ergonomic computer work station:

1. Use chair adjustments properly and practice good posture. Stack your ears, shoulders and hips in a straight line.
2. Make sure the top of the computer monitor screen is level with your eyes.
3. Locate the screen away from windows to minimize glare.
4. Sit at arm's length from the monitor, about 20 to 40 inches from your eyes.
5. Keep feet on the floor. If necessary, use a stable footrest or make your own using a stool or several books.
6. Use a document holder preferably in-line with the computer screen.
7. Avoid bending or flexing your wrists while using the computer keyboard.
8. Relax your arms and elbows, keeping them close to the body with elbow bent at a 90-degree angle.
9. Center the monitor and keyboard in front of you.
10. Keep key objects, such as the phone or pencil holder, in easy reach.
11. Use a stable work surface.
12. Take stretch breaks.



*Source: Mayo Foundation for Medical Education and Research*



## The Real Truth About Stretching

We're not stretching the truth — regular stretch breaks during the day can make you more flexible and work wonders to increase productivity and reduce the risk of injury.

Try these tips for stretching at your desk:

- ✿ Stretch gently and control your movements.
- ✿ Know your limits and stretch only to the point of mild tension.
- ✿ Make stretching a daily priority.
- ✿ Add fun to your routine by taking stretch breaks with coworkers seated nearby or play soft music, if allowed in your workplace.
- ✿ Include all areas in your stretching routine — arms, hands, wrists, forearms, lower back, neck and shoulders.

*Source: American Heart Association*

## Preventing the Top 5 Workplace Injuries

Thousands of workers are injured on the job every year. Some of these injuries are serious and life-threatening, while others are not as grave and require little attention. From developing carpal tunnel because of too much time typing to injuring a hand while working on the line of a plant floor, injuries occur in a plethora of working environments and can affect any worker. Reducing the occurrence of injuries is the main objective of safety and health professionals all over the country. The most recent data from the 2012 Liberty Mutual Workplace Safety Index listed the top five leading causes of injuries:



- ✿ **Overexertion.** Injuries from excessive lifting, pushing, pulling, holding, carrying or throwing.
- ✿ **Fall on same level.**
- ✿ **Bodily reaction.** Injuries from bending, climbing, reaching, standing, sitting, slipping or tripping without falling.
- ✿ **Fall to lower level.**
- ✿ **Struck by object.** Workers struck by objects such as a tool falling from above.

What can we do to reduce these injury causes?

- ✿ For **overexertion**, it has all come to a pretty common answer: Get help if available or use devices to assist with the task if possible. The problem is that's not always possible. For those that do not have the luxury of help or assistance proper technique and training is recommended.
- ✿ Proper housekeeping is one way to reduce injuries from **falls**. Keeping your work area clean and clutter-free is very important in preventing these kinds of injuries. Also, using anti-slip coatings on floors or wearing anti-slip footwear might help reduce falls.
- ✿ Some important ways to reduce **bodily reaction injuries** include eliminating environmental factors that can cause these injuries. Be aware of hazards that can cause injuries, such as improper placement of tools or clutter around your workstation. Also, maintain a healthy lifestyle with proper physical conditioning and prevent situations that carry prolonged awkward posture.
- ✿ In preventing **falls to lower levels**, always make sure ladders are in proper working order and scaffolding has been built and repaired correctly. It's important to make sure that these tools are inspected and maintained regularly. Also, remember to wear proper fall protection where applicable.
- ✿ A few of the simpler ways to reduce injuries caused by "**struck-by objects**" include: wear hardhats to avoid falling objects; stack materials properly to prevent sliding, falling or collapse; and always wear proper PPE. This includes safety glasses, goggles and face shields to name a few. Don't work under cranes, hoists or heavy machinery while it's being operated. To avoid struck-by incidents with vehicles, workers should wear seat belts, check vehicles thoroughly and wear highly visible clothing.

These are just a few examples of what can be done to reduce these top five injuries in your workplace. With proper training and awareness, these numbers will hopefully decline and fewer people will be injured on the job.

*Source: Landgon Dement, EHS Outloud Blog*

# Healthy Recipe

## Fish Chowder With Veggies

Get all the hearty taste of traditional New England chowder without the added fat and calories. This recipe makeover features tilapia, a light white fish that's rich in protein, vitamin B12 and selenium. It's combined with sautéed veggies and served in a creamy base of whole-wheat flour and almond milk. Whip up a batch tonight and chase the winter chill away.

**Makes 6 Servings**

**Per serving:** 240 calories, 8 g total fat (1 g saturated fat), 26 g carbohydrate, 17 protein, 4g dietary fiber, 321 mg sodium.

### Ingredients:

- 🍀 2 Tbsp extra virgin olive oil
- 🍀 2 med. Carrots, thinly sliced
- 🍀 2 med stalks celery, ¼ in pieces
- 🍀 1 med onion, chopped
- 🍀 1 med red bell pepper, diced
- 🍀 Salt & ground black pepper
- 🍀 2 tbsp whole wheat flour
- 🍀 4 cups almond or soy milk
- 🍀 1 cup water
- 🍀 2 lg red potatoes, diced
- 🍀 2 tsp seasoning
- 🍀 1 cup, frozen yellow corn
- 🍀 1 lb, cod or tilapia fillets, cut into 1-inch pieces
- 🍀 ¼ cup toasted whole-grain breadcrumbs

### Directions:

1. In large pot heat oil over medium-high heat. Sauté carrots, celery, onion and red pepper for 5 to 6 minutes. Add salt and pepper to taste. Sprinkle flour over mixture and sauté for additional minute. Stir in milk and water and bring to a boil.
2. Add potatoes and Old Bay. Reduce heat and let simmer for 14 to 15 minutes or until potatoes are tender. Gently stir in corn and fish. Continue to simmer until fish is opaque and cooked through.
3. Ladle chowder into serving bowls and sprinkle bread crumbs to top. Serve immediately.



## Mission In Motion

*Our mission is to promote health awareness and to encourage healthy lifestyles.*

### Upcoming Events

March 19, 2015 – Workplace Safety  
2:30 p.m. – 3:30 p.m.  
City Council Chambers

Please register with the Human Resources Department by  
Wednesday, March 18, 2015 at 580-8631.



Noemi Munguia  
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Benefits Coordinator  
Human Resources Coordinator  
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