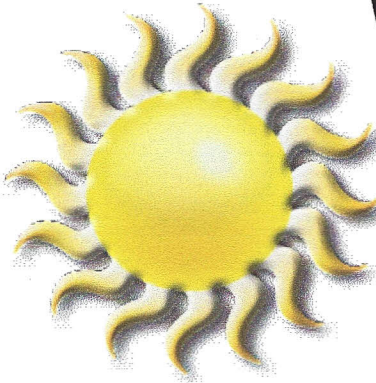


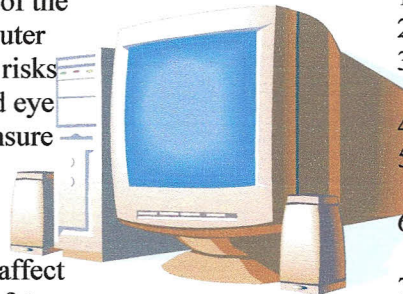
Water. Rest. Shade.



These three words are very important while working out in the heat this summer. Every year thousands of workers become sick from heat exposure on the job. Some of these workers even die. These illnesses and deaths are preventable. During hot weather our bodies are unable to cool themselves by just sweating alone. Heat illness occurs when our body temperature rises to dangerous levels. Heat illness can range from a heat rash and heat cramps to heat exhaustion and heat stroke. Heat stroke can result in death and requires immediate medical attention. **Water, rest and shade** can prevent heat illness. Drink water often, take breaks and limit your time in the heat. Gradually build up to heavy work in hot conditions to become acclimated to the heat. It is important to be aware of the symptoms of heat illness and take preventative measures while at work.

Computer Safety Tips

Many of us spend our workdays in front of the computer. It is important to follow computer safety principles and guidelines to avoid risks of repetitive strain injury, back strain and eye strain. Following these safety tips will ensure a safe and productive workplace.



Not following the proper guidelines can affect your performance and your health and safety.

1. Avoid glares on your computer screen
2. Check the setting on your screen brightness
3. Check the distance between the screen and your seat it should be 19 to 27 inches away
4. Make sure your screen is at eye level
5. Make sure your computer screen is not dusty and fingerprint free
6. When using your mouse, move your whole arm instead of just your wrist
7. Take regular breaks to loosen your muscles and give your eyes a rest
8. Choose a chair that firmly support your back

Reporting an Injury

Being safety conscious and aware are important aspects for all workers to keep in mind while on the job. However, even when we are safety conscious injuries can still occur while on the job. It is important to properly report a workplace injury in order to assure proper medical attention and the ability to return to work in a safe manner.

If you are injured while at work.....

1. **Immediately** notify your supervisor that you have been injured. Either you or your supervisor will need to notify our office of your injury. We are available on call 24/7 by calling our regular office number 505-324-8877
2. Once you contact our office we will arrange for you to be seen at Reliance Medical. If your injury occurs after hours or is more serious in nature we will arrange for you to be seen at San Juan Regional Medical Center.
3. Once you have received treatment you will need to come to our office and fill out the proper documentation for your injury. This ensures that we are both aware of the injury and that it has been reported.
4. If you require follow up care it is important that you keep your scheduled appointments and notify our office as well as your supervisor of your restrictions so that we can try and accommodate them. Going to all your follow up appointments will ensure a proper release to work.

A few important reminders.....

- When you initially go to Reliance or the hospital be sure to state that you are an Employee Connections employee, this will clear up any billing issues
- Time is of the essence when you are reporting an injury. It is best to do so **immediately!**
- Every injury needs to be reported regardless of its severity