



## HOW YOU CAN REDUCE ON-THE-JOB INJURIES

Show you're serious about safety. Following these principles can help you reduce on-the-job injuries for yourself and for those around you.

### THREE STEPS TO SAFETY:

**Follow the rules.** Understand the safety policies for your workplace. When it comes to workplace equipment, be sure you know how to properly operate it - read your manual and understand the machine's capabilities and its hazards; follow preventative maintenance guidelines.

*Remember:* Shortcuts are not worth the risk.

**Report hazards immediately.** Think you cannot do anything about that dim fluorescent light or that loose railing? Think again. By immediately reporting safety hazards, you may save someone (perhaps even you) from unintentional injury. If you notice a potential hazard, talk to your supervisor or building maintenance personnel right away.

**Look out for others.** Always use machine guards when you are working on or repairing equipment. If you need to step away from the machine, lock it out and tag it out. If you see co-workers doing something unsafe, let them know. If they continue to work unsafely, talk to your supervisor. They are putting themselves, and others, in jeopardy.

# Thank You

Thank you to all employees for submitting your timesheets as requested. We appreciate it!  
HAPPY THANKSGIVING!

Darlene & Karon

## FRUIT ORDER PICK UP INFORMATION

All fruit orders are to be picked up on Friday, 12/11/09, after 10:30 a.m. Please enter through the W3 door (Industrial Center). Thank you!

### HORIZON CREDIT UNION VISIT

On Friday, 12/11/09, Judy from Horizon Credit Union will be at the BRC from 8a until 12p. Please feel free to stop by to discuss any of your banking needs.



## Good News About Winter Energy Costs – Really!

Yes, it's true. The U.S. Energy Information Administration released its annual winter outlook in mid October and based its prediction on the anticipation of a mild winter coupled with lower fuel costs. The agency says that regardless of the type of fuel used, heating costs are expected to take less of a bite out of your budget in the coming months by an average of about 8%. The nearly 58 million households that use natural gas stand to save about \$105 compared with last year and propane users will get an even bigger break – as much as \$280. More modest reductions of \$20 to \$60 are expected for people who use electricity or fuel oil to heat their homes. In addition, a few minor lifestyle adjustments can drive energy costs even lower. These include:

**Unplugging** your TV, DVD player and microwave ovens when not in use can lower electricity costs by about 3% according to **National Grid**. This is because these and other devices actually consume “phantom” energy even when you're not using them, especially when you are away from home.

**Adjusting** your thermostat just three degrees higher in the summer and three degrees lower in the winter reduces your energy demand by almost 10% per day. **National Grid** recommends adjusting your thermostat when your home is unoccupied. Contrary to popular belief, the fuel required to bring your home back to a comfortable temperature when you return is more than offset by the savings when you are away.

**Switching** to low-flow showerheads can save as much as \$265 per year on water bills and low-flow toilets can save \$90, according to **Consumers Union**.

**Purchasing** Energy Star certified appliances will not only save money via increased efficiency, but may also qualify you for state rebates that could reach \$200 per appliance, **Consumers Union** reports.

**Using** your EAP **Information Resources** component can potentially save you hundreds of dollars. Log on to [www.theEAP.com](http://www.theEAP.com), select Employee & Family Login and sign in (click 'register here' if this is your first visit). Then go to Tools for Tough Times and scroll down to Heating & Home Energy. There you will find: **State by state incentives and rebates for energy efficiency. A listing of 60 Energy Star qualified product categories of appliances, heating and energy units and applicable sales tax exemptions. U.S. Department of Energy tips and suggestions for lowering your energy costs by 25%.** Simply by implementing a few of these ideas, you will be able to keep warm and know that you are doing yourself, your family, your environment – and your wallet a great service!