



HSSE "Message"

Tips for using Computer Mouse:

Protect your wrist: The anatomy of the wrist is curved away from any contact surface. (You can easily see this by resting your hand/arm on a flat surface—you'll see light under the wrist and can probably even pass a thin pen under it.) The forearm is shaped liked this for the wrist to remain free of surface-pressure contact.

Avoid restricting arm movement: With a softly padded wrist rest (especially one that is rounded) or a soft chair armrest, the forearm becomes locked into position. This encourages people to make mouse movements by flicking their wrists, which also increases intracarpal pressure.

Right-handed users: Use a position-adjustable, flat-mouse platform and adjust this to a position that is one to two inches above the keyboard and over the numeric keypad; you can easily move the platform out of the way if you need to access the numeric keypad keys.

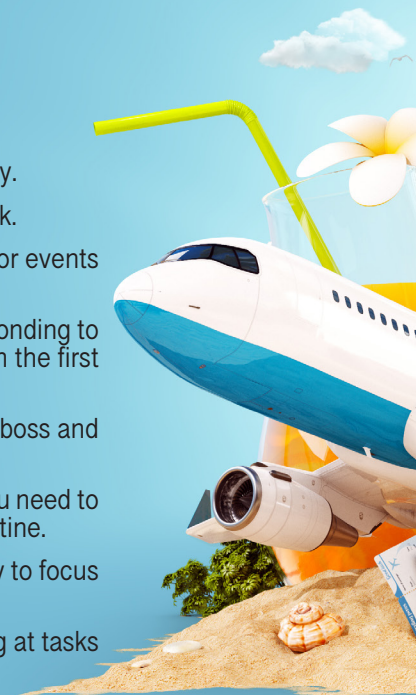
If you need to access the numeric keypad or if you do not have space for an over-the-keyboard mouse platform, then use an angle-adjustable mouse platform that is immediately to the right side of the keyboard.

Left-handed users: If you are using a left-handed keyboard with the numeric keypad on the left side, you can use an over-the-keyboard mouse pad as described above. If you want to mouse with your left hand but have a right-handed keyboard, then you do not need to use an over-the-keyboard platform because this will obscure some of the alphabetic keys.

Mouse shape: Choose a mouse design that fits your hand but is as flat as possible to reduce wrist extension. Don't use a curved mouse. Use a symmetrically shaped mouse. Consider a larger mouse that encourages arm rather than wrist movements.

8 Things successful people do after getting back from vacation

1. Get an early start, get to bed early the night before, and get in a little early.
2. Don't schedule a ton of meetings and deadlines during your first day back.
3. Don't try to tackle your work all at once, figure out if there were any major events or changes that occurred.
4. Don't get lost in your inbox, it's easy to get sucked into the vortex of responding to every email without considering whether it's the best use of your time on the first day back.
5. Check in with your teammates, it's a good idea to touch base with your boss and colleagues to let them know what you're working on.
6. Take care of yourself, make sure you get in a longer break than usual, you need to create a transition of relaxation, it's important to resume your normal routine.
7. Stay focused, don't waste time chatting or scrolling through the news, try to focus on your work.
8. Strategize your tasks, try to strategize your first few days back by looking at tasks you can quickly check off your 'to-do' list.





Steps of how to get ready for BACK TO SCHOOL



- 1. Get back into your sleep routine.** To help eliminate those stressful school mornings, set up a regular bedtime and morning time routine about a week or so before school starts to help prepare your child for school.
- 2. Shop for school supplies together.** To get your child excited about starting a new grade, shop for supplies together. Allow them to pick out their own backpack, lunchbox...etc.
- 3. Set up a homework station.** Sit down with your child and together designate a time and place where he can do his homework each day.
- 4. Make an after-school game plan.** Make a plan for where your child will go after school lets out for the day. Depending upon the age of your child, figure out if they will go to a neighbor's house, an afterschool program, or be allowed to stay home by themselves. This will help eliminate any confusion during the first few weeks.
- 5. Turn off the TV and video games.** For a lot of children summertime is filled with endless video games and TV programs. Ease your child into the learning process by turning off the electrics and encouraging them to read or play quietly.
- 6. Review school material and information.** For most parents, schools send home a packet with a ton of information regarding their child's new teacher, important dates to remember, emergency forms, and transportation routines. Make sure that you read through this information carefully, and mark down all important dates on your calendar.
- 7. Get organized.** The best way to prepare for back to school time is to be organized. With school comes a massive amount of paperwork which can consume your household. Designate a spot in your house for homework, permission slips, and any other school-related papers. This can help eliminate all of that paper clutter and make your life less stressful.
- 8. Get your child's yearly checkup.** School and germs go hand in hand, so it's best to get your child's yearly checkup before school even starts. Get any required vaccinations and ask your pediatrician the best ways your child can stay healthy throughout the school year.

HR "Tip of the Month"

Focus on commitment, not motivation, what matters the most is how committed you are to your goals, how important they're for you, and what you are willing to do to achieve them. If you find yourself fully committed, motivation will follow.

"Life laughs at you when you are unhappy....life smiles at you when you are happy....life salutes you when you make others happy...."

Humor of the Month

A husband came home and excitedly called his wife and said, "Guess what? I have found a great job: it starts at 10am and finishes at 2pm, with no overtime or weekends and it pays \$900 a week!" "That's great," his wife said. "Yeah, I thought so too, You will start this coming Monday." husband replies.

